

## **Bulletin Board Policy**

The Waco-McLennan County Library provides space on its public bulletin boards for announcements and notices of local community events, and in its literature display racks for distribution of free materials that may be of interest to library patrons.

- Staff will adhere to this policy in making decisions about placement of materials. Items will be posted or made available subject to available space on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups represented.
- All notices, posters, and free literature must be approved and placed on the bulletin board or in the display racks by the Library Director or designated staff.
- In assigning space, preference is given to the promotion and display of events, activities, and services of the Waco-McLennan County Library and the City of Waco.
- Staff may discard items not approved for placement or excess copies of any items received. The Library is not responsible for the loss or defacement of materials posted or left for distribution.
- Posters or notices of a size greater than 36 inches by 24 inches will not be posted due to space limitations.
- Items devoted to or designed for the sale, advertising, promotion, or solicitation of the products or services of a commercial profit making business will not be distributed.
- Materials promoting the programs, projects, positions, or special events of a personal, political or religious nature, will not be displayed or distributed.
- Posting of a notice or placement of materials does not imply endorsement of the activity or sponsoring organization by the Waco-McLennan County Library, Waco-McLennan County Library Commission, the City of Waco or McLennan County.

The Library Director is given the authority to establish such guidelines and procedures as may be necessary to insure fair and equitable service within the constraints of budget and staffing. Such rules and procedures shall be posted on the Library's website.

Approved by the Waco-McLennan County Library Commission: July 28, 2004  
Amended and approved: January 27, 2016