

The Waco-McLennan County Library provides space on its public bulletin boards for announcements and notices of community events and in its display racks to distribute free materials that may be of interest to library patrons. Staff will adhere to this policy in making decisions about the placement of materials.

- Items will be posted or made available subject to space on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups represented.
- The Library Director or designated staff must approve all notices, posters, and free literature.
- In assigning space, preference is given to promoting and displaying 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.
- Because display space is limited, posters or notices larger than 11 x 14 may not be posted.
- Items related to a commercial profit-making business are not allowed.
- Personal notices or communications are not allowed.
- Political campaign literature and legislative lobbying material are not allowed.
- Posters or materials proselytizing for a specific religious sect or affiliation are not allowed.
- Posting 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 has the authority to establish such guidelines and procedures as necessary to ensure fair and equitable service within the constraints of budget and staffing.