

Public Notices Policy

The Waco-McLennan County Library provides space on its public bulletin boards for announcements and notices of community events, and in its 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 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 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.
- Because display space is very 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 is not allowed.
- Posters or materials proselytizing for a specific religious sect or affiliation are not allowed.
- 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.

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