



# ESCONDIDO PUBLIC LIBRARY POLICY

## PUBLIC USE OF LIBRARY BULLETIN BOARDS

### BULLETIN BOARDS

**Goal:** To display in an attractive and orderly manner current information of interest to the community.

There are three bulletin boards in the library. The one near the AudioVisual Department is for information regarding the Escondido Public Library and any other information regarding libraries. The other two are for community information notices which meet the following **guidelines:**

1. Notices must contain general educational, informational, or cultural material of interest to the community.
2. No displays regarding commercial items or religious services are permitted.
3. Programs must be sponsored by a non-profit organization if there is a charge or be free and educational in nature if sponsored by a profit-making organization.
4. Only approved notices may be posted.

### Procedures

1. An 8" X 11" sign will be posted on each board, asking patrons not to post their own notices but to take them to the registration desk and ask the library to post them. Clerks at that desk can give the patron a copy of the library's display policy if there is any question of appropriateness of the display.
2. Approval is indicated by notation of the discard date in the upper right corner of the notice.
3. Displays will be posted with a tack in each top corner to keep board looking neat.
4. Displays will be maintained at least weekly with new notices being posted and old notices dated for discarding that week and other unauthorized notices being removed.
5. If room is needed, items that have been posted over a month will be removed.
6. Put all job announcements in a three-ring binder, cataloged in REF371, in order of discard date. Library clerk who posts displays, adds and deletes from this binder.