

## Bulletin Board Policy

As part of its public service and information mission, the Upper St. Clair Township Library displays materials that publicize activities of a cultural, educational, recreational, or charitable nature produced by non-commercial groups. Materials displayed on the Library's bulletin boards must be approved by the Library Director and should be submitted at the Adult Circulation Desk.

### Conditions for Display

- The bulletin board spaces are available to non-profit organizations engaged in intellectual, charitable, civic, cultural, educational or recreational activities. The primary purpose of the display must be to inform the public of the organization's programs, services, and events.
- Display spaces may NOT be used by for profit groups, companies, organizations, or individuals. Commercial advertising, solicitations, brochures, and business cards may not be posted.
- Materials promoting businesses, political campaigns, or doctrinal beliefs will not be accepted for posting.
- Items approved by the Library Director will be date stamped and material will be posted for one month or until the date of the event. The Library will remove items that have not been posted by Library personnel.
- In accepting material for display, the Library does not endorse the content of the material or the organization submitting the material.
- The size, appearance, and quantity of materials submitted for posting will be taken into account in determining whether or not the Library will display the material.

Any questions regarding the posting of materials can be brought to the attention of the Library Director.

## STUDENT EXCHANGE BULLETIN BOARD POLICY

The Student Exchange Bulletin Board has been provided for the following purposes:

- To allow high school and college students from the community to make others aware of any part-time services which they provide, such as babysitting, yard maintenance, tutoring, pet sitting, etc.
- To allow individuals who offer a service to students, such as language tutoring, music lessons, math enrichment, SAT coaching, etc. a space to announce their services.
- To provide information about community and school-sponsored programs and events relating to education and to student extra-curricular activities—classes, sports lessons/clinics, writing workshops, musical performances/shows, etc.

### Conditions for Display

- Display space may not be for advertising products or services provided on a for-profit basis by an individual or group.
- Individuals may not post items for sale.
- All items must be submitted for approval at the Adult Main Desk. All materials will be date stamped and will be posted for a period of up to two months. Items that have not been posted by library personnel will be removed.
- Size and appearance of material submitted will be taken into consideration before being posted.

Questions regarding the policies for the Student Exchange board may be brought to the attention of the Library Director.

Thank you for your cooperation!

3/2014