

**LAKEVIEW PUBLIC LIBRARY**  
**1120 Woodfield Road**  
**Rockville Centre, NY 11570**

**BULLETIN BOARD POLICY**

**SCOPE**

The Lakeview Public Library maintains at its facility bulletin boards for the posting of material and designated areas (such as literature racks and spaces on countertops and tables) for the passive distribution of information.

**OBJECTIVES**

The following will assist in the distribution and posting of information in the Library:

**A. Bulletin Boards and Distribution Areas that are reserved for use by the Lakeview Public Library**

Some bulletin boards, literature racks, countertops, and tables are reserved for the exclusive use by the Library to post and distribute materials

- about Library services, programs, and events;
- from the Friends of the Lakeview Public Library; and
- from other governmental entities such as Nassau County, New York State and federal governments

**B. Other Bulletin Boards and Distribution Areas**

A limited number of bulletin board and distribution areas are available within the Library system for the posting and passive distribution of materials from other entities. The branch or department manager (or designee) of the Library may designate specific areas as available for these purposes. A branch or department manager (or designee) must authorize all posting and distribution before it occurs.

Authorization will be based upon the provision so this policy and will not be based upon the viewpoint, beliefs or affiliations of the non-profit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

Because the amount of such bulletin board and distribution area space is limited, and in order to provide Library visitors with the opportunity to review materials from non-profit

organizations that they might not otherwise have the opportunity to review, the following rules apply:

- **Bulletin Boards – Event Announcements**

Bulletin board space is provided for announcements of dated Lakeview community events and/or Nassau County events whose principal sponsors are non-profit organizations. Lakeview Public Library may give priority to announcements for events scheduled to take place in a geographic area near the Library.

- **Distribution Areas**

Non-profit organizations may provide dated materials related to their not-for-profit purpose for passive distribution only in areas designated for the purpose. Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

### **C. General Prohibitions**

The following items may not be posted on bulletin boards or left in material distribution areas:

- Materials that support or oppose any current or pending ballot measure or political candidate. The Library is not intended to be a forum for the support or opposition of political candidates or ballot measures. Official election information, such as the New York State and Nassau County Voter's pamphlets, is made available in the Library.
- Because it is not consistent with passive distribution, materials asking Library visitors to sign a petition or letter are not permitted.

### **D. Terms of Use**

All materials posted or distributed must comply with this policy and any other applicable Library regulations or guidelines. No other materials may be posted or distributed.

To ensure equitable access to limited display space available at our facility, a branch or department manager (or designee) may establish criteria for our facility regarding posting and distribution of material, including:

- the maximum size of material to be posted or distributed;
- the maximum length of time materials may remain posted or displayed;
- the maximum amount of time before or after an event a posting may occur;
- the frequency with which material may be posted or displayed by the same non-profit organization; and

- consistent methods for allocating space should the amount of material exceed the space available for posting or distribution.

All posting and placement of materials in distribution areas shall be done by personnel from the Lakeview Public Library. Individuals requesting posting or distribution shall not themselves post or leave materials in distribution areas.

Materials left for posting or distribution without authorization from the Library will be discarded.

The Library assumes no responsibility for the preservation or protection of material posted or distributed. Materials will not be returned.

The Librarian-in-Charge, or the designee, is responsible for the administration of this policy at the Library.

**Adopted by the Board of Trustees  
On May 11, 2011**