

Bulletin Board Policy

Purpose

As a resource for local information and community activities and events, Lincoln Library provides bulletin board space on the first floor for community use.

Policy

The bulletin board may be used for the following types of information:

- Postings of forthcoming educational, social, civic, charitable, cultural or recreational activities held in the area served by the Library and sponsored by community organizations, non-profit organizations, or neighborhood groups.
- Postings by nonprofit organizations, groups or agencies providing services to citizens.
- Posting announcing community services and volunteer opportunities.
- Nonpartisan election information.
- Postings by any federal, state or local government agency providing services to citizens.

Bulletin boards MAY NOT be used for the following types of information:

- Postings designed for individual or commercial profit or gain, including commercial notices, solicitations (including solicitations for fundraisers such as Walkathons), business cards, job postings and retail advertising.
- Materials that support or oppose any political candidate or ballot measure.
- Materials that support or oppose a specific religious conviction, sect, or affiliation.
- Postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e., race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state or local law) or which advocates in any way for such discrimination.
- Petitions may not be posted, distributed, or placed within the Library.

Posting Guidelines

- Items for potential display on the community bulletin board must be delivered to a public service desk and will be reviewed by Library Administration.
- Due to limited space, the Library reserves the right to prioritize the items that are posted based on community interest and timeliness of the event. Postings larger than 8 1/2 X 11" may be not accepted.
- Postings without a specific date will be removed after 30 days or as space is needed.
- When space is needed, events and information specifically concerning Springfield will take priority.

- Once notices are removed, they are discarded and cannot be saved for future pickup.
- All areas of the Library aside from the community bulletin board are reserved for distribution of Library material only.
- No notices may be displayed or posted on the outside of the Library building.
- Posting of materials does not imply Library endorsement, and the Library does not accept responsibility for the accuracy of any statements made in such materials.

Approved by Lincoln Library Board 5/28/2025