

# KINNELON PUBLIC LIBRARY BULLETIN BOARD USE POLICY

## **I. Policy Statement**

The Library offers a public bulletin board for the use by the community in furtherance of the Library's mission to serve Kinnelon's diverse and changing community as a center of education, information, recreation and culture.

## **II. Application**

This Policy governs patron rights and responsibilities.

## **III. Procedures for Implementation**

The Library offers a public bulletin board for the use by committees, boards and divisions of Kinnelon Public Library, the Borough of Kinnelon, Kinnelon Board of Education, and affiliated non-profit organizations, and any person or not for profit organization within the Kinnelon community, who/which is engaged in educational, cultural, intellectual, or charitable activities ("Authorized Users"). Only items of an educational, cultural, intellectual, charitable or public service nature shall be considered for posting.

The following items will not be accepted for posting:

- Advertisements for products or services offered for sale or promotion by commercial organizations or individuals;
- Petitions of any kind;
- Political advertisements or campaign materials regarding specific individuals or groups of candidates; and
- Anything containing offensive, obscene, sexually explicit materials, or demographically discriminatory language, or other content which is not consistent with the Library's mission.

Materials submitted for posting must be no larger than eleven (11) inches high and eight and one-half (8.5) inches wide.

All materials must be submitted to the Library for approval prior to posting. Any material posted without receiving prior approval, will be removed from the bulletin board.

The Library Director has final authority to determine whether materials are acceptable for posting on the bulletin board.

Any approved material may remain on the bulletin board for a period of two (2) weeks, however, materials may be approved to remain on the bulletin board for more than two (2) weeks, subject to available space.

The Library and the Board of Trustees do not advocate or endorse any of the ideas, issues or events promoted by or included within material posted on the Library's public bulletin boards. Posting authorization shall be determined without regard to the content, viewpoints, beliefs or affiliations of the Authorized Users, including organizational and individual sponsors of materials approved for posting, except as set out in this policy.

The Library assumes no legal or financial responsibility for the preservation or protection of any materials submitted for posting. Materials will not be returned.

#### **IV. Enforcement/Implementation**

The Director and designated staff members are responsible for implementing and enforcing this Policy.

Approved by KPL Board of Trustees December 18, 2024