

BULLETIN BOARD POLICY

Procedure for Submission:

All items must be submitted to a staff member. Permission to post an item is at the discretion of the Library Director or designee and is dependent on the availability of space and the eligibility of the posting according to policy guidelines.

Authorization will be based upon the provisions of 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 of any such materials on the Library bulletin board does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

Items may be posted under the following priorities, from highest to lowest priority:

- Events that are sponsored by the Ogden Farmers' Library
- Events that are sponsored by the Friends of the Ogden Farmer's Library (who maintain their own, separate bulletin board)
- Events that are sponsored by the Town of Ogden
- Cultural events and programs sponsored by non-profit organizations of general interest to the public
- Educational opportunities from public and non-profit agencies
- All other postings

Typically, the library does not post information from private individuals or organizations, but the director may make exceptions on a case by case basis.

The following guidelines shall govern this policy:

- Display items must be of reasonable size in relation to the space available. In general, 8.5 by 11 or smaller is appropriate, and under no circumstances should items be greater than 11 x17 in size.
- The posting organization assumes full responsibility for content.
- Postings will be removed the day after the posted event or at the end of each month.
- Postings will not be returned to the organization.
- All postings must be suitable for display in a public service area.
- Postings may be removed without notification at the discretion of the Library Director or designee.
- Failure to follow library bulletin board procedures will result in loss of bulletin board privileges.

Revised 10/19/2023 by the Ogden Farmers' Library Board of Trustees