

## **Community Notice Board Policy**

*Adopted February 2023; Rev. May 2023*

The Plainfield-Guilford Township Public Library provides a designated space for the posting and display of community notices. Notices are not permitted at public desks or at other locations throughout the library.

### General Guidelines for Notices:

1. All notices must be approved in advance by the Library Director or their designee.
2. All notices will be dated and initialed by library staff before posting.
3. All notices will be posted using an acrylic hanger.
4. Notices should be submitted to the Information Desk or via email at [askus@plainfieldlibrary.net](mailto:askus@plainfieldlibrary.net).
5. Submitted notices become the property of the Library and will not be returned whether the notice is approved for posting or not.
6. Priority will be given to Library related information or events.
7. Unauthorized postings or postings that have been defaced or damaged will be removed.
8. Notices must be objective in nature, reflect accurate information, and be legible.
9. Notices should not be or include defamatory or other inflammatory material.
10. Partisan political signs and commercial advertising notices are not permitted.
11. Notices will be removed 30 days from date of posting or after the conclusion of the advertised event, whichever comes first.
12. Notices should be one of these standard sizes: 8.5" x 11", 8.5" x 14", or 11" x 17".
13. Hand-written or poorly constructed notices or those with tear offs will not be accepted.
14. Notices that violate established library policies will not be posted.

The Library does not advocate or endorse the viewpoints of any particular group, meeting, or idea presented in community literature posted on the community notice board.

The Library reserves the right to remove postings at any time and at its sole discretion.

All notices are posted at the risk of the person or group, and the Library bears no responsibility for damage, defacement, or unauthorized removal from the Community Notice board.

Any notice that does not meet the above stated guidelines will not be displayed and/or may be removed.