

Bulletin Board Policy
Approved by the Eckhart Public Library Board of Trustees June 10, 2014

Eckhart Public Library maintains in its buildings (the Main Library building, Willennar Administrative Annex, Teen Library, and Willennar Genealogy Center) bulletin boards for the posting of materials and designated areas, such as literature racks, tabletops, and countertops, for the passive distribution of information.

“Passive distribution” is defined as leaving materials with the library staff for library visitors, if they so choose, to review and/or take with them.

Bulletin Boards and Distribution Areas Reserved for Use by Eckhart Public Library

Some bulletin boards, literature racks, countertops, and tables are reserved for the exclusive use of Eckhart Public Library to post and distribute the following materials:

- Flyers, pamphlets, and other items advertising or informing about library services, programs, and events.
- Flyers, pamphlets, and other items advertising or informing about the Friends of the Eckhart Public Library, Inc.
- Items from other governmental entities such as the City of Auburn, DeKalb County, State of Indiana, and Federal Government.

Other Bulletin Boards and Distribution Areas

A limited number of bulletin boards and distribution areas are made available on the library campus for the posting and passive distribution of materials from nonprofit entities. In each department, a department supervisor or designee may designate specific areas as available for these purposes.

If a department or facility has only one public bulletin board, priority will be given to library notices. Other notices will be posted as space permits.

Organizations or individuals interested in posting items on public bulletin boards must either bring the item into the information desk at the Main Library, patron service desk at the Willennar Genealogy Center, or circulation desk at the Teen Library, or mail the items to Eckhart Public Library at 603 S. Jackson Street, Auburn, Indiana 46706.

Authorization

A department supervisor or designee must authorize all posting and distribution before it occurs. Unapproved materials will be disposed of at the discretion of the department supervisor or designee, or the library director.

Authorization of posting and distribution will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the nonprofit group or the viewpoints expressed in

the materials. Space for posting and passive distribution of materials is available on an equitable basis, regardless of the beliefs or affiliations of groups requesting this service.

Eckhart Public Library staff members shall handle all posting and placement of materials. Individuals requesting distribution shall not post or leave materials in distribution areas. Materials left without authorization from library staff members shall be discarded.

Eckhart Public Library staff members shall handle all removal and disposition of materials.

Endorsement

Posting of or distribution of such materials on the Eckhart Public Library campus does not indicate library endorsement of the ideas, issues, or events promoted by those materials. No advertisements or announcements implying such endorsement will be permitted.

Posting and Distribution

- Bulletin boards: Bulletin board space is provided for the announcement of events and services by nonprofit organizations. Priority will be given to dated events and events in DeKalb County and surrounding counties (Allen, LaGrange, Noble and Steuben counties in Indiana and Defiance and Paulding counties in Ohio); other notices will be posted as space permits.
- Distribution areas: Nonprofit organizations may provide dated materials related to their nonprofit purpose for passive distribution only in areas designated for that purpose. Library visitors shall not be encouraged, verbally or visually, to review or take materials with them.

Terms of Use

- *General Prohibitions*
 - Materials that support or oppose ballot measures or political candidates shall not be posted or distributed at Eckhart Public Library. Official election information may be made available at the library.
 - Materials are permissible for informational purposes or to advertise special events; materials that have the primary effect to proselytize for a single point of view will not be permitted.
 - Materials asking library visitors to sign a petition or letter are not permitted.
 - Materials of a commercial nature, including advertising and personal services, are not permitted.
 - Materials that do not comply with this policy and any other applicable library regulations or guidelines will not be posted or distributed.
- *Criteria for Postings*
 - To ensure equitable access to limited space available at each Eckhart Public Library facility, a department supervisor or designee may establish criteria for that department regarding posting and distribution of material. The criteria will be evenly enforced within the facility. Criteria includes:

- Maximum size of material to be posted or distributed
 - Maximum length of time materials may remain posted or displayed
 - 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 nonprofit organization
 - Consistent methods for allocating space should the amount of material exceed the space available for posting or distribution
- Due to limited space, all qualified items may not be displayed. If any items cannot be displayed due to space constraints, the items received first will be displayed.
 - The library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.