CARROLL PUBLIC LIBRARY
BULLETIN BOARD AND DISPLAYS POLICY

The Carroll Public Library will provide limited space for distribution of community information materials, free handouts or the posting of flyers, notices, and small posters, which present current and relevant news about nonprofit educational, cultural, public interest, and recreational services.

Display of items is subject to the following conditions:

- No item shall be exhibited or placed in the library for distribution without permission from library staff.
- The library reserves the right to limit the size, number of items, and the frequency with which any individual or organization may display at the library. Limited space generally allows only short-term posting. Large posters and announcements are not accepted for display. No community signs will be posted on the library entrance doors.
- Sale of anything other than items which promote the mission or goals of the Carroll Public Library is prohibited.
- Distribution or posting of community information materials does not necessarily indicate the library's endorsement.
- The library assumes no responsibility for theft, loss, damage, or destruction of items left for display.
- Library-produced displays have priority over displays proposed by non-library groups or individuals.
- Materials promoting business or commercial ventures, political campaigns or viewpoints, or doctrinal beliefs will not be accepted for distribution. Petitions, personal sales, advertisements, or job postings, except for the City of Carroll or government job openings, will not be accepted for distribution.
- Donation receptacles for local organizations may be considered on a case-by-case basis.
- The Library Director will review items to be posted and determine compliance with this policy. Decisions may be appealed in writing to the Library Board of Trustees.
- Materials to be displayed should be delivered to the Circulation Desk for posting after review. Designated staff will post approved materials on the bulletin board and information area. The library will remove items that have not been posted by designated staff. Designated staff will remove materials as they become outdated or have been posted an excessive amount of time. The library cannot be responsible for their return.
- Items will be displayed for a maximum of one month.

Adopted 12/16/2019.
Reviewed 10/16/23; 10/19/26.