

Ritzville Library District #2

BULLETIN BOARD POLICY

As an educational and cultural institution and as part of its public service, Ritzville Library District #2 welcomes announcements of interest, information, and enlightenment to the community through bulletin board announcements in the designated bulletin board area of the library. The policy governing the use of this area is as follows:

1. Bulletin Board Priority and Approval

- Approval for all bulletin board announcements rests with the Library Director or appointed designee(s).
- Unapproved materials will be disposed of at the Library's discretion.

2. Eligibility and Space Availability

- Bulletin Board materials may be provided by the Library or other nonprofit organizations, community groups, individuals, or governmental agencies.
- Bulletin board display space is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting this service.

3. Limitations

- Bulletin board material is limited to the size of the bulletin board display space area.
- Bulletin Board material cannot be placed on top of another display item and must maintain a neat and orderly appearance.
- Bulletin board material will be removed once the event has expired or at the end of one month's display.
- Each piece of bulletin board material must be dated, include a sponsorship line, i.e., name of organization, group, agency, or individual, and a phone number (if phone is available).

4. Endorsement

- Distribution or posting of materials by Ritzville Library District #2 does not necessarily indicate the Library's endorsement of the issue or events promoted by those materials.

5. Fees

- All bulletin board display materials are offered to the Library on a voluntary, non-fee basis.

6. Security and Liability

- Ritzville Library District #2 assumes no liability in the event of damage, destruction, or theft of the bulletin board display.