

SMITH PUBLIC LIBRARY POSTING POLICY
APPROVED BY THE LIBRARY BOARD MARCH 7, 2011

The Smith Public Library will have material display space available to fulfill its role as a source of community information. Persons wanting a sign posted or material placed in the information display should bring it to the Circulation Desk and leave it for approval. All approved information will be stamped and dated for posting by library staff. Immediate posting is not always possible. Items usually are not posted for more than two weeks before an event. Space is available under the following conditions:

1. Items displayed are restricted to information or announcements of cultural and/or educational events that are to be held within the local community.
2. The library will accept a maximum of 25 copies of material no larger than 8 ½" x 11" for display.
3. Postings about events for which a charge is made must indicate that charge on the material.
4. The sponsoring agency must be identified including contact information.
5. Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the library's role as a source of community information. Disallowed materials include, but are not limited to:
 - Materials that promote or espouse any subjective or personal belief of a person and/or group of individuals.
 - Materials that promote any particular candidate and/or any particular measure.
 - Petitions
 - Solicitations
 - Surveys
 - Personal Notices
 - Private Instruction Courses
6. The library will be allowed to retain copies of any material posted or placed in the library for distribution.
7. The library will not be responsible in any manner for materials permitted to be displayed under this policy.

Users may appeal to the Library Director, in writing, any decision made under this Posting Policy within ten days of a notice of a decision provided to user.