

## Rigby City Library Bulletin Board Policy

Rigby City Library (Library) provides space for patrons to post notices and the distribution of multiple copies of printed materials of interest to the community. Patrons wishing to post items may do so on the bulletin board in the hall of the Library. The distribution of multiple copies of printed materials will only be in a specific location in the Library.

Only items related to library functions, library partnerships/collaborations and the city of Rigby and its associated divisions and community partnerships/collaborations of those divisions may be granted exceptions and be authorized to post approved announcements elsewhere at the discretion of the director.

- Library must approve all materials to be posted and/or distributed **before** it is posted and/or distributed. Posted information must have educational or cultural interest to the community.
- All posts must be appropriate for all audiences.
- Posts can be no larger than 18”x24”
- Posting notices does not indicate library endorsement of ideas, issues or events promoted by those notices.
- Library assumes no responsibility for the preservation or protection of any materials posted.
- All out-of-date material will be removed and disposed of by library personnel.
- Bulletin board will be cleared off at a schedule to be set and posted by the Library director.

*Approved by the Rigby City Library Board of Trustees: 7/23/24*