

Brookings Public Library Policy:	Title: Community Bulletin Board and Pamphlet Table Policy	
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I. PURPOSE

To establish a written policy in regard to the community bulletin board and pamphlet table in the Brookings Public Library

II. POLICY

The Brookings Public Library has a community bulletin board and pamphlet table available for community members and organizations to post announcements, fliers, pamphlets and posters about non-profit, civic, educational, cultural, or recreational organizations and events. The Library Director must approve all material before they are posted on the bulletin board or added to the table.

III. DEFINITIONS

- A. Bulletin Board: A cork board for hanging posters and announcements.
- B. Posters: a place-card or bill posted or intended for posting in a public place.
- C. Pamphlet: any small booklet, leaflet, or postcard containing information on a subject.

IV. ADMINISTRATION

- A. Posters will be initialed and dated by the Library Director. All posters will be removed after the date of the event. Display of posters is subject to space limitations as determined by the Library. Only the bulletin board set aside for public community postings may be used for this purpose. Posters posted anywhere else in the Library or on library grounds without permission may be discarded.
- B. One pamphlet will be initialed and dated by the Library Director. If date specific, pamphlets will be removed after the date of the event. Display of pamphlets is subject to space limitations as determined by the Library. Only the pamphlet table set aside for public community information may be used for this purpose. Pamphlets left anywhere else in the Library or on Library grounds without permission will be discarded.

- C. The Library is solely responsible for the acceptance and placement of posters and pamphlets and the aesthetic appearance of the bulletin board and pamphlet table. Individuals may not rearrange posters or pamphlets in the public space or remove any but their own materials.
- D. Display of posters or pamphlets does not constitute Library endorsement of its contents.
- E. General Guidelines for approval:
 - a. Events must be free and open to the public.
 - i. Exceptions are: ~~Brookings~~ High School Performing Arts, SDSU Performing Arts, ~~Swift~~ Dacotah Bank Center Events, Brookings Community Theater.
 - b. No job or help wanted postings
 - c. No "for sale" ads
 - d. No fundraising
 - e. No political endorsements or campaign material