

COMMUNITY INFORMATION POLICY



APPLICABILITY

This policy is applicable to community bulletin boards and the distribution of publications at all Library service locations.

PURPOSE:

In its role as a center of community information, Durham County Library supports the free flow of information and exchange of ideas. The Library provides bulletin boards in its facilities, for individuals and groups in the community, to announce events and services that are of general and current interest. The Community Information Policy sets guidelines for the posting of information on the Library's community bulletin boards and for the distribution of free publications by area organizations and publishers within Library buildings.

POLICY:

Notices may not be mounted to walls, doors, windows, or other surfaces. If damages occur, the posting parties are responsible for the cost of repairs. Individuals wishing to post a notice must obtain approval from a Library staff member, which will be granted pending the limitations of space and according to the guidelines below. Business cards do not require approval of Library staff but are otherwise subject to the guidelines below. Notices not complying with guidelines below will be removed.

1. Only one copy of a notice is permitted, unless space is available and approved by a Library staff member.
2. Maximum size is 8.5" x 11". (Letter size).
3. Materials must clearly show the date of posting and date of event.
4. Notices may be posted for up to one month.
5. Notices of events will be removed after the date of the event.
6. Notices may not obscure other notices.
7. No materials may be placed in areas designated for Library postings.
8. Posting of notices does not imply Library endorsement.
9. Notices advocating fraud, unlawful actions, or deemed inappropriate by the Library are not permitted and will be removed. "Inappropriate" generally refers to conduct, behavior, or content that is unsuitable, offensive, or violates established norms, but may not necessarily be illegal.

DISTRIBUTION OF FREE PUBLICATIONS POLICY STATEMENT

The Library serves as a point of distribution for certain free publications, within the limitations of space and according to the following criteria:

Publications accepted for distribution will:

1. Furnish reliable information on local interests or events in Durham and the Triangle area
2. Relate to the needs of current and incoming residents of Durham County.

Publications that meet these criteria will be added with the approval of the location manager as space permits on a first-come, first-served basis. Distributors must:

1. Deliver publications regularly;
2. Place publications in approved locations; and
3. Discard out-of-date issues.

ENFORCEMENT

Failure to meet the criteria will result in the loss of distribution privileges and the potential discarding of materials at Durham County Library facilities.

RESPONSIBILITY

It is the responsibility of all Library staff to fully understand this policy and to ensure fair and equitable application. It is the responsibility of the Deputy Director, with the advice of the Board of Trustees, to interpret, monitor and recommend updates to the policy. The Library Director is the final authority regarding enforcement of this policy.