

**BERKELEY PUBLIC LIBRARY
POLICIES**

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| ORIGINAL DATE:10/12/2011 |
| BOLT Resolution #: 11-070 |
| REVISED DATE: |
| PAGE: 1 |

SUBJECT: Bulletin Boards and Free Printed Matter Policy

I. PURPOSE

The Berkeley Public Library provides space on its public bulletin boards for announcements and notices of local community events and activities. This service is in keeping with the Library's mission to meet the cultural, informational, and recreational needs of the community. The Library adheres to the American Library Association's policy statement *Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights*, adopted by the ALA Council in 1991 and amended in 2004. The use of the Library's bulletin boards is subject to review by the Director of Library Services.

II. POLICY

A. Bulletin Boards and Distribution Areas Reserved for Use by the Berkeley Public Library: Some bulletin boards, electronic message boards, literature racks, and tables are reserved for the exclusive use by the Library to post and distribute materials about Library services and events, information about the Library's official support organizations, and governmental entities such as the City of Berkeley and state and federal government agencies.

B. Other Bulletin Boards and Distribution Areas:

The Berkeley Public Library recognizes its role as a source of community information. Because of space limitations, the Library must set limits and priorities for display or distribution of printed materials within the Library facilities. Community information bulletin boards may be used for posting the following types of information:

- Announcements of forthcoming or continuing cultural, social, or entertainment activities.
- Printed material sponsored by a nonprofit organization or agency.

All notices and posters must be approved and placed on the bulletin board by a library staff member. Staff may discard items not approved for placement and excess copies of any items received. Staff will follow publicly posted guidelines in making decisions about the physical placement and acceptable size of materials on bulletin boards. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

Items may be refused based on size and available space. The available space for posting is limited to the designated community bulletin boards.

The Library does not assume any responsibility or liability for items submitted for display on the bulletin board. The organization/individual assumes responsibility for any damage incurred.

Items will be removed from the bulletin boards by Library staff as they become dated or after thirty days, whichever occurs first. Items on bulletin boards reserved for use by the Library will be displayed as long as appropriate.

Library bulletin boards are in public areas through which patrons of all ages may pass. Posted items may not be libelous or obscene as defined by the U.S. Supreme Court, or advocate the violation of criminal laws.

Materials that support or oppose specific political parties, current candidates or ballot measures may be given to staff to be displayed or distributed at an election table during campaigns. All candidates are invited to provide materials for this table. The Library is not responsible for maintaining the materials on these tables, and takes no position on campaign issues. The Library reserves the right to not provide such tables due to space or staff constraints.

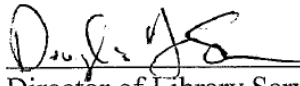
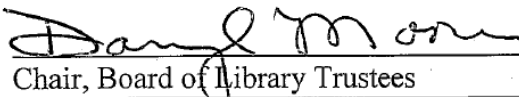
No items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services will be accepted.

Posting of a notice does not imply endorsement by the Berkeley Public Library or the City of Berkeley of the viewpoints expressed in the items.

In addition to bulletin boards, the Library provides designated space for the distribution of various free, unsolicited printed materials in accordance with the guidelines set forth in this policy. The Library reserves the right to decide the conditions of display, housing, and access to these materials. The Library is not responsible for maintaining the supply of these materials and reserves the right to dispose of any unsolicited free printed material based on available space.

In the event of the Library's decision to display or distribute or to not display or distribute any item, the appeals procedure is as follows:

- a. First, appeal in writing to the Neighborhood Services Manager in the case of a Branch Library or to the Deputy Director of Library Services in the case of the Central Library's bulletin boards;
- b. Second, to seek review of an appeal decision of the Neighborhood Services Manager or Deputy Director of Library Services, submit a request in writing to the Director of Library Services within seven (7) days of issuance the appeal decision. The decision of the Director of Library Services is final.

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| Reviewed by: |  | <u>10/26/11</u> |
| | Director of Library Services | Date |
| Approved by: |  | <u>10/26/11</u> |
| | Chair, Board of Library Trustees | Date |