

**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Bulletin Board and Free Printed Matter  
Policy**

ORIGINAL DATE:	10/12/2011
BOLT Resolution #:	R15-086
REVISED DATE:	02/11/2015
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**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 only 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.

1. Bulletin Boards

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.

Items will be posted or made available subject to available space, regardless of the viewpoint of the individuals or groups represented or expressed in the items to be posted. 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.

The following are not permitted: (a) items that advertise, sell, solicit or promote commercial products or services; (b) political campaign literature other than official election information (such as the Alameda County or California State voter guides); and (c) personal notices or communications.

Posting of an item does not imply endorsement by the Berkeley Public Library or the City of Berkeley of the viewpoints expressed in it.

2. Areas for Distribution of Printed Materials


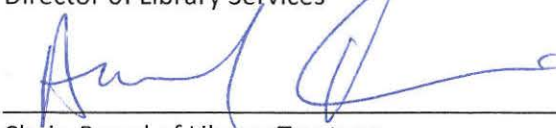
In addition to bulletin boards, the Library provides designated space for the distribution of various free, unsolicited printed materials in accordance with the guidelines set forth in this policy. The Library reserves the right to decide the conditions of display, housing, and access to these materials. 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.

Non-profit organizations may provide dated materials related to their non-for-profit purpose for passive distribution only in areas designated for that purpose. Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

Because it is not consistent with passive distribution, materials asking Library visitors to sign a petition or letter are not permitted.

3. Appeals

- a. In the event the Library decides not to display or distribute a submitted notice or other printed material, an aggrieved person may submit a written appeal within seven (7) days 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).
- b. A decision by the Neighborhood Services Manager or Deputy Director of Library Services may be appealed 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.

<b>Reviewed by:</b>		
	_____ Director of Library Services	_____ Date
<b>Approved by:</b>		
	_____ Chair, Board of Library Trustees	_____ Date

# BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-088

## AMMEND THE FY 2015 REVISED BUDGET FOR FUNDS BASED UPON THE APPROPRIATION OF ADJUSTMENTS OF \$19,011 FOR REVENUES AND \$56,408 FOR EXPENDITURES

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 12-084 on December 19, 2012 adopted the FY 2014 and FY 2015 biennial budget priorities; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 13-035 on May 29, 2013 adopted the FY 2014 and FY 2015 biennial revenue and expenditure budgets; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 14-030 on May 20, 2014 updated the FY 2015 revenue and expenditure budgets to better reflect current conditions; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 14-051 on September 3, 2014 amended the FY 2015 revenue and expenditure budgets for inclusion by means of the fiscal year's first Annual Appropriation Ordinance revision; and

WHEREAS, the Board of Library Trustees is vested with the authority to amend the fiscal year budget for encumbrances and adjustments throughout the fiscal year as it deems prudent and necessary as pertains to the operations of the Library; and,


WHEREAS, FY 2015 budget adjustments for Grants Funds revenue of \$19,011, and Grants and Gifts Funds expenditure appropriations of \$56,408 are requested for inclusion by means of the fiscal year's second Annual Appropriation Ordinance revision; and

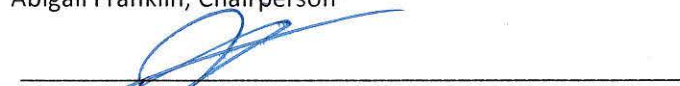
WHEREAS, the Board is committed to achieving a balanced budget that correlates with available funds.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2015 Budget is amended based upon recommended values \$19,011 of revenues and \$56,408 of expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 11, 2015 by the following vote:

AYES:	Trustees Burton, Franklin, Holcomb, Moore & Novosel.
NOES:	none.
ABSENT:	none
ABSTENTIONS:	none.

  
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Abigail Franklin, Chairperson

  
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Jeff Scott, Director of Library Services  
Serving as Secretary to the Board of Library Trustee