

NEW ULM PUBLIC LIBRARY BULLETIN BOARDS AND DISTRIBUTION POLICY

1. New Ulm Public Library provides limited, designated space for community flyers, notices and posters. Posting or distribution of such materials by the Library does not indicate Library endorsement of the ideas, issues or events promoted by these materials.
2. All materials must be submitted to Library staff for posting. All bulletin board materials will be initialed and dated by staff before posting. Materials posted which have not been submitted for approval will be promptly removed. Individuals requesting posting or distribution shall not themselves post or leave materials in distribution areas. Materials left for posting or distribution without authorization from the Library will be discarded.
3. Space is provided on a first-come/first-served and as available basis. Because community space is limited, items may be posted for a maximum of one month to ensure that bulletin board and distribution space is available to as many community groups as possible. Items may be removed early if demand for space necessitates. Library staff will have full discretion in determining the length of time postings are given.
4. Materials larger than 8 1/2 x 11" will be posted only if space is available, and they may be removed early if space is needed.
5. The Library assumes no responsibility for the preservation or protection of materials posted or submitted for posting. Defaced postings will be removed. Materials will not be returned.
6. Preference for space is given to the materials of New Ulm Public Library and The Friends of the New Ulm Public Library. Local events will be given priority over non-local ones.
7. Commercial advertisements/promotions, events or materials for businesses or for profit organizations will not be permitted except for an event that a business is sponsoring for a non-profit organization or is co-sponsoring with a non-profit organization.
8. The following items may not be posted or distributed in the Library:
 - religious tracts
 - petitions
 - campaign literature
 - boxes or receptacles which solicit monetary donations
9. Space permitting, the following items may be posted in the Library only on the designated bulletin board:
 - advertisements of personal services; e.g. lawn mowing, shoveling, babysitting, etc.
 - job postings
 - rental announcements
 - for sale items
 - garage or estate sales

10. The library director, or his designee, is responsible for the administration of this policy.

Approved December 6, 2001

Revised May 1, 2003

Revised August 15, 2011