



Public Posting Policy

Purpose

As part of its mission to enrich lives through community engagement, Manlius Library dedicates a limited amount of its communication outlets and space to sharing information relevant to the general public. These outlets may include but are not limited to bulletin boards and display racks within the library. Our goal is to provide a forum for useful, relevant, and organized information for our community that supports the library's mission. In order to achieve this, Manlius Library has developed this public posting policy and reserves the right to remove any posted information for any reason.

Requirements and Guidelines

- Community information may only be posted in designated areas and must be approved for posting or sharing by designated library staff. Approval will be based upon this policy and will not be based upon the viewpoint, beliefs, or affiliations of the group or the viewpoints expressed in the materials.
- Bulletin boards are to be kept neat and orderly. Because space is limited, limits are placed on the type of information and the duration of posting.
- The following types of materials may not be posted: personal ads and notices, notice of merchandise for sale, rental announcements, commercial items, political campaigns or materials endorsing or opposing legislation, materials promoting religious ideology.
- Bulletin boards are to be used for posting single copies of an item. Display tables and racks are used for multiple copies of items.
- Postings that take up a disproportionate amount of space or that are announced too far in advance may not be accepted.
- All notices must contain the name and contact information of the sponsoring agency.
- Posting of non-library information does not indicate library endorsement of the ideas, issues, or events promoted by those materials.

Approved by Manlius Library Board of Trustees April 23, 2020