



Public Posting Policy

Approved by the Board: November 21, 2024

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 of interest to the general public. Community bulletin boards, display tables, and display racks are available to non-profit organizations sponsoring charitable, cultural, educational, intellectual, and/or recreational events, or services or resources useful, relevant, or beneficial to the general public.

Our goal is to provide a forum for useful, relevant, and organized information that supports the library's mission. To achieve this, Manlius Library has developed this public posting policy and reserves the right to remove any posted information for any reason.

This policy complies with the guidelines set out in the American Library Association's Library Bill of Rights, which provides that materials, so long as they are otherwise in accordance with the requirements and guidelines below:

- Will not be excluded because of the origin, background, or views of those contributing to their creation; and
- Will not be proscribed or removed because of partisan, doctrinal, or personal disapproval.

Space permitting, there is no limit to the number of different notices an agency or organization may post at the library in a given year.

All materials must be reviewed by the Library Director or his/her designee, and all materials will be posted, maintained, and removed by library staff only.

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 viewpoints expressed in the materials. Please bring any materials you wish to be posted to the front desk for review. Any items posted without prior approval will be removed.
- Materials must contain language and images appropriate for a general audience.
- Bulletin boards are to be kept neat and orderly. Because space is limited, limits are placed on the type of information posted and the duration of posting.
 - Subject to compliance with these guidelines and requirements, and subject to limitations of space, information will be posted until it is outdated.
- The following types of materials may not be posted:
 - Personal ads and notices.
 - Items that were created for the expression of the views or opinions of individuals, groups, or agencies.

- Items containing hate speech or promoting the activities of hate groups.
- Announcements or advertisements of a commercial nature. It is understood that cultural events for which admission is charged, educational courses or classes for which there is tuition or lesson fees, and fundraising or asking for donations are not construed as commercial if the group or agency is not-for-profit.
- Notices of merchandise for sale.
- Rental announcements.
- Anonymous notices, and those which do not clearly identify the individual, group, or agency involved.
- Notices of religious services or materials promoting religious ideology. It is understood that secular concerts, lectures, and meetings held in religious spaces/sites are not considered to be religious services.
- Material endorsing or opposing the election of any candidate for public office or the adoption of any federal, state, or local legislation.
- Bulletin boards are for posting single copies of an item. Display tables and racks are 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. The maximum poster size is 11x17. Postings for events on specific dates are typically posted approximately one month before the event, or one month before the first event in a series of events.
- All notices must contain the name and contact information of the sponsoring individual, group, or agency.
- Public posting on library community bulletin boards or on display tables and racks does not indicate library endorsement of the ideas, issues, services, resources, or events promoted by these materials.

Approved by Manlius Library Board of Trustees _____