

La Vista Public Library

Policy

Bulletin Board

Issued July 10, 2013

Reviewed November 2015

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I. Purpose and Authority

- a. The primary function of the bulletin boards located in the facility and any other space designated for the display of public notices is to provide information to users about events or services of cultural, education, or community nature.
- b. Organizations may request notices to be posted subject to the guidelines set forth in this policy.
- c. Application of these guidelines will be based on the judgment of the library director. Requests that do not fall clearly within these guidelines may be authorized only if they are in the best interests of the City. These decisions of the library director may be appealed to the Library Board.
- d. The City Council reserves the right to remove any item.

II. Priorities and Guidelines

- a. Priority is given to tax-supported agencies, non-profit organizations, and to community organizations with which the City carries out cooperative programs.
- b. Notices and publications must be judged by the library director to be of interest to members of the La Vista community.
- c. The following types of notices will not be displayed:
 - i. Announcements of religious activities.
 - ii. Those promoting political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
 - iii. Posters, petitions, and the like that advocate a position on a public issue.
 - iv. Announcements or advertisements of fund-raising activities (individual or group) or of drives to stimulate membership or subscriptions. Exceptions may be made for one-time fund-raising events sponsored by community service organizations.
 - v. Announcements of advertisements by profit-making organizations.
 - vi. Announcements which publicize ongoing programs or series of programs except those of tax-supported institutions.
 - vii. Legal notices.
 - viii. Notices of merchandise or services for sale.
 - ix. Rental announcements.
 - x. Lost pets.

- d. Display items must be of reasonable size in relation to the space available and will not be accepted if they detract from the effective use of space.
- e. The appearance and content of the notice must be suitable for display in a public service area.
- f. Generally, notices will not be posted for longer than three weeks. The facility is unable to make arrangements for any notices to be returned.
- g. Posting of a notice or publication does not imply endorsement by the City.