

COMMUNITY BULLETIN BOARD/DISPLAY POLICY

The Saugatuck-Douglas District Library makes available limited designated display areas in the library for organizations engaged in charitable, cultural, educational, governmental and intellectual activities that are of a non-commercial and non-profit nature. The designated display area includes the vestibule bulletin board and literature display racks immediately below it. Use of this display area is subject to other limitations set forth below.

Community bulletin board and literature display racks may be used for the following types of information:

- Materials from nonprofit organizations, groups, agencies or by any federal, state or local government agency providing services to citizens.
- Postings of forthcoming educational, social, civic, charitable, cultural or recreational activities.
- Postings announcing community services and volunteer opportunities.
- Legal notices from the Village of Douglas, the City of Saugatuck and Saugatuck Township
- Nonpartisan election information, such as provided by the League of Women Voters or by the Secretary of State.
- Local publications that provide general information about the Saugatuck Douglas community, including promotion of its local economy.

Community bulletin boards may not be used for the following types of information:

- Commercial notices, solicitations, business cards, job postings, and retail.
- Personal notices of items for sale.
- Notices and materials from anonymous groups or individuals.
- Personal solicitations for fundraisers (i.e. walkathons, road races, etc.).
- Postings that support or oppose any political candidate or ballot measure.
- Postings that support or oppose a specific religious conviction.
- Postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e., race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state or local law) or which advocates in any way for such discrimination.

General Guidelines:

- Materials must be given to Library staff for approval. Any questionable posting will be brought to the attention of the Library Director who will make the final determination of

appropriateness within the policy. Materials displayed without authorization will be removed and recycled if they do not fit the posting guidelines.

- Event postings will be displayed for up to three weeks prior to an event and will be removed immediately after.
- Postings without a specific date will be removed after 30 days or as space is needed.
- Postings larger than 8.5 inches by 11 inches will not be accepted.
- Some approved items may not be posted immediately due to space restrictions and postings may be removed if space is needed. The Library reserves the right to prioritize items posted based on community interest, geographical location and timeliness of event; priority in posting will be given to library events and programs.
- Materials posted outside the designated areas will be removed or relocated.
- The Library does not assume responsibility for materials damaged or stolen.
- The Library will not preserve, return, or disseminate any posted materials.
- Posting of materials does not imply Library endorsement or consent, nor does the Library accept responsibility for the accuracy of the statements made in such materials.
- The Library reserves the right to refuse to accept any notice and to make rules ensuring fair access to the bulletin board.
- In the event that a group or individual would like to appeal the Library's decision not to display an item, an appeal may be made, in writing, to the Library Director, whose decision shall be final.