

# **Lawrence Library**

## **Posting Policy**

The Lawrence Library provides public bulletin boards for the posting of community activities and events, as well as postings from local nonprofit, educational, and cultural organizations. The library does not post advertising selling products or services.

The use of all other boards and posting areas (exterior lawn, tables, doors, etc.) may be available for use by nonprofit organizations that submit a written request. The written request must be received a minimum of 30 days in advance and is subject to approval.

- Designated library staff must approve all notices, posters, and brochures. Items should be brought to the Circulation Desk for approval. Items will be initialed by a staff member before posting.
- Only designated staff can post or remove notices. Once notices are removed, they are discarded.
- Oversized posters may be rejected because of space limitations. If the board is crowded, library staff reserve the right to select notices for events with the widest appeal.
- The library does not assume responsibility for materials damaged or stolen.
- Acceptance of materials for display does not imply library endorsement of a group or organization, its policies or beliefs.

The following activities at the library are strictly prohibited:

- The placement and display of any materials on tables or bookshelves at the library, without authorization. Such materials will be immediately removed and discarded. For the purposes of this section “materials” includes, but is not limited to, notices, brochures, bookmarks, and cards.
- The placement of any materials into the library’s collection. Such materials will be immediately removed and discarded. For the purposes of this section “materials” includes, but is not limited to, notices, brochures, bookmarks, and cards.

*Approved by the Library Board of Trustees - November 7, 2018, reviewed and approved December 2, 2021; reviewed and approved February 5, 2025.*