

## Apollo Memorial Library (AML) Policy: Bulletin Board

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The bulletin board in the lobby is designated for use as a community bulletin board. Other bulletin boards within the library are for library use only. Community bulletin board space is available only to individuals or organizations engaged in civic, educational, cultural, or non-profit activities in order to publicize meetings, programs, and special events. Postings by an individual or company to promote, advertise, or sell products and/or services are not permitted. Items to be posted must be dated and submitted to the Library Director for approval. The size of material displayed and the length of time materials remain on the community bulletin board will be decided by library staff according to demand and space available. Display materials are considered disposable and library staff will remove and discard as necessary. The Library does not advocate or endorse the viewpoints of any group or individual. Use of community bulletin board space is free of charge.

The display case beside the front desk will be made available by special request for displaying items such as drawings, posters, and photographs from projects of general community interest and participation. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of, any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Exhibitors must sign a release form on page 2 of this policy before any item can be placed in the display case.

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## Display Case Release Form

Date \_\_\_\_\_

Entity \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Description of Items for Display \_\_\_\_\_

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Name Printed

\_\_\_\_\_  
Signature/Date