

Public Information Display Areas Policy

Pennsauken Free Public Library (PFPL) recognizes its role as a source of community information.

Public Bulletin Boards

Public bulletin boards are for the purpose of notifying the community of events and services available in the area. PFPL bulletin boards will be used for the following types of information:

- Postings of upcoming educational, social, civic, charitable, cultural, or recreational activities
- Postings by nonprofit organizations, groups, agencies, or by any federal, state, or local government agency providing services to citizens
- Postings announcing community services and volunteer opportunities
- Nonpartisan election information

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

- Commercial notices, solicitations, business cards, third-party job postings, and retail advertising
- Personal notices of items for sale
- Personal solicitations for fundraisers (i.e. walkathons, auctions, galas, etc.)
- Materials that support or oppose any political candidate or ballot measure
- Materials that support or oppose a specific religious conviction

Posting Guidelines:

- All postings must be approved by the Director or a designated staff member.
- All postings must be appropriate for viewing by all ages.
- Items shall not be posted on adjacent walls, windows, or doors.
- PFPL reserves the right to remove any posted item. Materials posted or left for free distribution without approval will be discarded.
- PFPL may limit the period of time any item may remain on display.
- PFPL reserves the right to provide space for information to visitors or residents on a continuing basis (i.e. bus schedules, crisis services, etc.).
- PFPL assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.
- Due to limited space, priority is given to Library or Pennsauken Township information.

Information Stands and Tables

Brochures, pamphlets, flyers, leaflets and other publications may be displayed on the tables and stands for public distribution based on the same criteria as above.

- Limited space is available for handouts.
- PFPL allows distribution of copies of materials on educational, cultural, and recreational activities published for the benefit of the community,
- Business advertisements will not be displayed or distributed.

- Publications produced by for-profit groups, but distributed free of charge with or without advertising, which contain news and feature articles relevant to the local community, will be permitted at the Director's discretion.
- All items for public distribution must be approved by the Director or staff designee.
- Materials that support or oppose any political candidate or ballot measure will not be permitted.
- Materials that support or oppose a specific religious conviction will not be permitted.

Permission to post or distribute does not in any way constitute Library endorsement of a group's policies or beliefs. Groups using the bulletin board space or information table/stands shall not in any way suggest that they are endorsed by PFPL.

Approved by the Board of Trustees: May 22, 2023