



Bulletin Board / Gifts of Artifacts Policy

POLICY STATEMENT:

The Mary J. Barnett Memorial Public Library serves the community by providing essential information and opportunities for personal growth. The library shares news about local programs and events that support literacy. It also posts information about concerts, cultural activities, lectures, and workshops.

****REGULATIONS:****

- Library staff must approve all notices and exhibits to ensure they follow this policy. Approval does not mean that the library endorses the events or services advertised.
- Bulletin boards will have specific areas for library events, job postings, and community announcements. We will give preference to events in the Guthrie Center and Guthrie County.
- Community organizations, clubs, educational institutions, government agencies, and non-profits may post notices if they are a reasonable size and visually appealing. For-profit companies and individuals can also post notices if they follow this policy. Community notices will be posted on a first-come, first-served basis.
- We will display notices for programs and events that charge a fee only if they align with the library's mission. We will not post ads for services like house cleaning, babysitting, or yard sales.
- No outside group or individual can display materials that support or oppose any political proposition. Government bodies cannot display political posters, brochures, flyers, or promotional materials.
- We will not keep notices and exhibits for more than one month.
- No group or individual can place boxes, containers, or canisters in the library to ask for donations (except for library projects). We will also not allow posters or displays that promote or solicit consideration of any commercial items.
- The library is not responsible for protecting or preserving any item displayed. All items are displayed at the owner's risk.
- The Library Director makes the final decision on what notices may be posted or exhibits displayed.
- If you have complaints about this Bulletin Board Policy or a specific notice, please talk to the Library Director. If the issue is not resolved, you may take it to the Library Board.

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****Procedures****

- If you want to post items on the public bulletin boards, you can do this by bringing the item to the library, emailing it, or sending it by mail. Please remember that items that are not accepted for posting will not be returned. Any unauthorized items placed on the library's bulletin boards will be removed and thrown away.
- All notices must include the name of the person or organization in charge of the event and their contact information.
- Notices should be no larger than standard letter size (8 ½ x 11). We may consider larger notices, depending on space, but we can refuse them based solely on size.
- Notices that are not date-sensitive can be posted for up to one month, depending on space. Each notice will have the date it was posted and will be removed after one month.
- The Library Director or a designated staff member will manage the appearance and timeliness of items posted on public bulletin boards and any exhibits on display.

Gifts of Artifacts

The Board of Trustees for the Mary J. Barnett Memorial Public Library will evaluate all gifts of artifacts from the community and library patrons on a case-by-case basis. However, the Board wishes to clarify that they do not intend for the library to become a "museum of artifacts."