

## **COMMUNITY BULLETIN BOARD POLICY**

Voorheesville Public Library recognizes the importance of providing bulletin board space to showcase educational, cultural, and informational flyers for the benefit of the community.

### **Eligibility for Use:**

The library's bulletin boards are available to local non-profit organizations and community groups. If space allows, flyers for businesses or individuals may be posted. Priority may be given to library-sponsored information.

### **Request for Use and Selection Process:**

Flyers are accepted on a first-come, first-served basis, and are subject to availability of space. Flyers may be delivered in person or mailed. Flyers must be approved by library staff before posting.

The library reserves the right to review and approve or deny any request based on availability, alignment with library values, space constraints, or other relevant factors.

Flyers printed in portrait mode on 8.5x11 inch paper are optimal for our display space. Other sized flyers may be considered as space permits. More than one flyer from a single organization cannot be guaranteed space on the bulletin board.

### **Display Guidelines:**

Flyers displayed must be suitable for all audiences.

The library will not be responsible for any loss or damage to displayed items.

Flyers will be posted for up to one month. Library staff regularly checks the bulletin board to remove outdated flyers. The Library cannot be responsible for returning any flyers to groups or individuals.

If you are uncertain whether your flyer will be approved, or for further guidance, please contact the reference desk by email ([reference@voorpl.org](mailto:reference@voorpl.org)).