Ramsey Free Public Library
Bulletin Board Policy

Purpose and Authority

1. The primary purpose of the bulletin boards located near the front entrance of the library, and any other space designated for display of public notices, is to provide information to library users about events or services of a cultural, educational, intellectual, charitable or community service nature.
2. Organizations may request notices to be posted subject to the guidelines set forth in this policy.
3. Application of these guidelines will be based on the judgement of the Library Director. Requests that do not fall clearly within these guidelines may be authorized only if they are in the best interests of the library. The Library Director has the authority to determine whether materials are acceptable for posting. These decisions of the Library Director may be appealed to the Library Board of Trustees.
4. Posting of notices does not imply endorsement by the Library or Library Board.
5. The library assumes no legal or financial responsibility for the preservation or protection of any materials submitted for posting. Materials will not be returned.

Structure and Parameters

1. Only designated spaces are available for public postings as laid out in this policy. All other spaces are reserved for library related announcements and purposes.
2. Single Flyers, posters and other single item announcements that adhere to the parameters of this policy may be posted on the bulletin board inside the main entrance vestibule area.
3. Multiple copy items like leaflets, pamphlets, and other multiple copy materials that adhere to the parameters of this policy may be posted in the Quiet Study Room public announcement shelves.

Policies and Guidelines

1. Posting of notices is for Ramsey based non-profit organizations and taxpayer-supported organizations which are non-religious and non-political in nature with priority given to community organizations with which the library carries out cooperative programs. Exceptions may be made for non-profit or taxpayer-supported organizations outside of Ramsey with respect to available display space and at the discretion of the Library Director. Notices and publications must be judged by the Library Director to be of interest to members of the Ramsey community.
2. The following types of notices will NOT be displayed:
   a. Notices of religious activity
b. Notices promoting political parties, PACs, or candidates or those advocating the election of any candidate or a stand on any issues on that election ballot.

c. Posters, petitions, and the like that advocate a position on a public issue.

d. Notices or advertisements of fund-raising activities (individual or group) or drives to stimulate membership or subscriptions. Exceptions may be made for one-time fund-raising events sponsored by non-profit, community service organizations that are based in Ramsey. One-time exceptions must be approved by the Library Director. Ramsey based non-profit community organizations are defined as non-profit community service and/or charitable organizations that are located within or have their principle official or organizational address within the Borough of Ramsey.

e. Notices of advertisements by for-profit organizations.

f. Notices which publicize ongoing programs or series of programs excepting those of tax-supported organizations.

g. Legal notices.

h. Notices of merchandise or services for sale.

i. Rental notices.

j. Anything containing offensive, obscene, sexually explicit materials, or demographically discriminatory language or other content, which is not consistent with the Library’s mission.

3. Items submitted for display on the bulletin board must be no larger than eleven (11) inches high and eight and one-half (8.5) inches wide.

4. All notices must be dated. Generally, notices will not be posted for longer than four weeks. Materials submitted for posting will not be returned.

5. Any items posted anywhere in the library without prior approval by the Library Director will be removed.

Approved at a regular meeting of the Ramsey Free Public Library Board of Trustees on Monday, May 13th, 2019.