



ORCHARD PARK PUBLIC LIBRARY

Bulletin Board Policy

The Orchard Park Public Library recognizes its role as a source of community information. The Orchard Park Library bulletin board is available for posting notices related to library business, library-sponsored or partner activities, and items of educational, cultural or civic interest to the community. Posting of notices does not indicate endorsement of the ideas, issues or events promoted by these notices.

Any notice to be considered for posting must be submitted to the Orchard Park Public Library Director for approval. Only authorized Library personnel may post or remove notices. **Notices posted without approval will be removed and discarded.**

1. The Orchard Park Library bulletin board is intended for items such as announcements of educational, cultural or entertainment activities, fliers, brochures, or schedules of non-profit organizations or government agencies related to services provided to the community. The bulletin board is not intended for use as a forum for the expression of views or opinions of individuals or groups.
2. In fairness to the numerous community groups, the OP Library may limit the frequency and volume of posting notices for the same organization.
3. All notices posted on the OP Library bulletin board must contain the name and contact information of the sponsoring agency and/or its authorized representative.
4. Notice size (physical dimensions) may be restricted to maximize available space.
5. Notices will be removed when they are no longer timely or when space is required for more current items. The OP Library assumes no responsibility for the preservation or protection of items submitted for posting. Materials will not be returned.
6. The following will not be accepted for posting:
 - Materials endorsing or opposing the election of any candidate for public office;
 - Materials endorsing or opposing the adoption of federal, state or local legislation;
 - Materials promoting commercial products or services.
7. Failure to comply with this Policy may result in the denial of posting privileges.

Adopted 1/20/2010; Amended at a public meeting 5/21/2019; Reviewed 10/16/2024