

Prince William Public Library System
Library Policies
Display Policy
Community and Personal Notices
Bulletin Boards

Approved by the Library Board of Trustees 6/22/17

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The purpose of the **Community Bulletin Board** is to highlight items pertaining to the Library System and/or items of cultural, civic, historical, educational, or general community interest. All items displayed on the Community Bulletin Board must be from a nonprofit organization. It is the responsibility of the organization to notify the library of its nonprofit status.

The purpose of the **Personal Notices Bulletin Board** is to allow display of items advertising services (such as day care, typing, FAX services, etc.), items for sale, or items of cultural, civic, historical, educational, or general community interest.

At some branches, these bulletin boards may be combined into one multi-use bulletin board.

1. Items should be neat in appearance and no larger than 8½" x 11". Exceptions based on size may be made if space permits or for short-term announcements (items valid for example, for only one week.) Items may be refused due to their size.
2. An organization may have one item posted at a time. Multiple postings will only be allowed for Prince William County, and the cities of Manassas and Manassas Park, and those community partners identified on the current Community Organizations Funding list.
3. Public Services staff at the service desks can receive notices for posting. Items should be dated with both the date the notice is received and the date it is to be removed. Staff should initial the item to be posted.
4. Public Services staff may consult with the Branch Administrator/Neighborhood Library Supervisor as appropriate. Agency heads may further consult with Director's Office, as appropriate.
5. With the exception of library sponsored programs and ongoing community programs, items to be posted are displayed no longer than one month.
6. Requirements for posting items are posted for the public on the bulletin board. Notices not meeting those requirements will be removed at the discretion of the Branch Administrator/Neighborhood Library Supervisor. Designated library staff will monitor the bulletin board and remove past-dated items.

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7. Public notices and advertisements are not permitted elsewhere on library property except on election days, as required by law, when the libraries are used as polling places. These notices must be placed at least 40 feet away from the polling site and installed in such a way as to not damage county property in any way.
8. The display of an item does not constitute an endorsement of any cause, activity, organization, or position by the Prince William Public Library System.

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