

**Posting on the Hiawatha Public Library Community Bulletin Board**

1. The lobby bulletin board is for the use of library staff and the Friends of the Hiawatha Public Library only.
2. A limited amount of space is available in the Hiawatha Public Library to educational, cultural, or other non-commercial civic groups for posting notices of activities. No commercial notices for profit making organizations or individuals may be displayed.
3. All items to be posted must be approved by a library representative.
4. All notices posted in the library become the property of the library and may be removed and discarded at any time. The library staff will not accept responsibility for returning notices and posters.
5. No posters or materials of a political nature will be displayed in the library. This includes student groups. Exceptions to this rule may be made at the discretion of the Library Director and will only be made for political groups of a non-partisan nature that serve to educate the public on political or governmental issues.
6. The Library Board of Trustees forbids the distribution of advertising literature, the circulation of petitions, or the solicitation of any funds for any purpose except for the library itself. Exceptions will be made at the discretion of a library representative. The library will not act as an agent to sell any type of materials other than those from which the library will receive 100% of the sale price. In the event of author programs, sale of books is allowed with the author or an outside agency responsible for sales. Any distribution of free materials is done at the discretion of the director. Materials involving controversial issues must present both sides of that issue to receive consideration for display.
7. Announcements of courses given by educational institutions or sponsored by recognized community groups may be accepted.
8. Posting of notices and distribution of materials does not imply endorsement by the library staff or Board of Trustees.
9. The library staff shall decide on the arrangement and length of display time of all exhibits. All exhibit items must be approved by the library director. The library assumes no responsibility for preservation, protection, or possible damage or theft of any item displayed or exhibited. All items displayed at the library are done so at the owner's risk.

## Bulletin Board

Adopted by the Board of Trustees 5/10/05  
Reviewed 6/12/07  
Reviewed 10/12/10  
Revised 1/14/14