



Conway Public Library

Library & Community Bulletin Board Policy

The Conway Public Library offers community residents of all ages access to information sources, a place to gather, opportunities for lifelong learning and personal growth, and popular materials to meet cultural, educational, and recreational needs. Towards that mission, the Library maintains a Library Bulletin Board, located in the main lobby, as well as a Community Bulletin Board, located near the Ham Community Room, on which may be posted information of common interest to all residents.

Library Bulletin Board

The Library Bulletin Board and adjacent flyer/brochure display rack are maintained by the Library and are intended to disseminate information about Library programs and services. As the Friends of the Conway Public Library helps to support the Library, information about membership, board meetings, fundraising efforts and any Friends-sponsored special events may be posted on the Library Bulletin Board. Town of Conway announcements of vital, timely importance to the community also may be posted.

Community Bulletin Board

The Community Bulletin Board and adjacent flyer/brochure display rack is reserved for information related to nonprofit organizations, independent artists performing or exhibiting at non-profit venues, the Conway School District, and accredited educational institutions which the Library staff determines to be of civic, educational, or cultural interest to the general public. The Community Bulletin Board is not to be used for commercial or advertising notices. Examples of the types of materials that may be considered for posting include government materials as well as notices of cultural, educational, and recreational events and/or activities. All notices must contain the name, address, and telephone number of the sponsoring organization.

Materials related to campaigns for public office will not be posted. Job advertisements will not be posted. Notices of church activities, such as public lectures, concerts, and bazaars will be considered, but literature about specific religions, religious observances, or flyers/brochures that seek membership will not be posted.

The Community Bulletin Board is maintained by the Library. **The Library will receive requests for postings at the check out desk.** Notices posted without authorization will be removed. Materials will be reviewed in a timely manner by designated staff to determine compliance with this policy and other Library policies. If necessary, the Library director will make a final determination of compliance. Library staff will post approved materials on the bulletin board or display rack. At times, lack of space will limit the ability to display an approved flyer/brochure. Designated staff will remove materials as they become outdated or if they have been posted for an excessive amount of time. The Library cannot be responsible for the return of any posted materials. The presence of a poster, brochure, flyer, or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the viewpoints expressed.

Adopted by the Conway Public Library Board of Trustees, March 29, 2011.