



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Display of Community Organizations Promotional Literature on District Property Policy

SECTION: Administration

BOARD APPROVED: May 23, 2022

POLICY OBJECTIVE:

The Altadena Library District seeks to provide access to a Community Information Bulletin Board as a service to community organizations and clubs.

STATEMENT OF POLICY:

As a community service, Altadena Library District allows community organizations to display event/program fliers/announcements on its “Community Information” Bulletin Board. The posting of community organization fliers/announcements does not imply an endorsement of the event/program by the Altadena Library District, its Trustees, or its staff.

GUIDELINES:

- The Assistant District Director and designated staff shall approve all non-library, community organization fliers/announcements before posting.
- **One copy** of any announcement may be posted on the “Community Information” Bulletin Board, if space is available.
- Multiple copies of community organization’s announcements **MAY NOT BE PLACED ON PUBLIC SERVICE DESKS** throughout the Library for distribution. Only Library-related announcements are available in multiple copies at public desks throughout the Main library or Branch Library.
- Staff will remove community organization announcements at the end of each month or after the event date has passed.

FEES:

The Altadena Library District does not charge fees for the posting of a Community event/program announcement.

RIGHT OF REFUSAL:

The Altadena Library District reserves the right to decide what is appropriate for posting in the presence of minors. The Library cannot display or distribute the following materials:



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- Literature related to political campaigns for public office
- Notices reflecting personal opinion; political debate; philosophies; and religious doctrine.
- Services or products for sale or rent
- Solicitations for memberships or fundraising
- Notices exceeding 11"x14"; and posters exceeding 11"x17"

Approved May 23, 2022 by Board of Trustees

Adopted December 27, 1971