

Bulletin Board and Materials Distribution Policy

Purpose

The Belvedere Tiburon Library provides a limited amount of bulletin board and materials distribution space in the front lobby for notices of Library and Belvedere or Tiburon programs and services. Posting or distributing of information is open to Belvedere and Tiburon organizations engaged in educational, cultural, intellectual, or charitable activities.

Policy

All notices and posters need to be approved by and placed for display by library staff.

Materials displayed shall be announcements of:

- a) Library related programs and services
- b) Cultural events of local community organizations within the City of Belvedere or Town of Tiburon, or from the Recreation Department, local Schools, the Chamber of Commerce take precedence.
- c) Non-commercial events within the local community that are available to the public.
- d) Items in general support of local community service organizations.
- e) Publications that are determined to have a direct impact on library service priorities.

The space is not available for personal, purely social, or profitable use.

No displays for fund-raising events shall be accepted unless they are directly related to the library, local schools, governmental agencies, or Belvedere and Tiburon charities.

No displays advocating any sect or political party will be permitted.

Under appropriate conditions, local election materials may be available in the library for public information.

The size limit for posted items is 8 1/2" by 11". The available space for posting is limited to the designated community bulletin board.

Display of events or information does not imply library endorsement.

The Library reserves the right to keep or dispose of any material submitted.

Display Case

Purpose

The display case is located in the Library's front vestibule. It is available for Library use and for Belvedere or Tiburon group and individual displays.

Policy

Priority is given to Library displays.

Displays should be of a non-commercial nature.

Hobby collections prepared by local individuals or groups may be displayed.

A small notice may be placed in the case for identification.

Any individual or group using the case is responsible for the organization of their display.

The case shall be kept locked at all times.

The display case is reserved in advance and the subject of the proposed display must be approved by the Library.

The Library reserves the right to reject a display or remove all or part of any display.

The Library carries no insurance for displays. Items are displayed at the owner's risk.