



# **RICHMOND PUBLIC LIBRARY**

Title: Bulletin Boards and Displays Policy

Policy Number: 06.10

Reviewed Date: 07/23/2025

As a center for information, the Richmond Public Library will cooperate with government and local non-profit civic, cultural, recreational, and educational organizations by displaying their materials. The primary use of the bulletin boards and display spaces will be for Library purposes. Materials of other government and non-profit agencies will be displayed if the following criteria are met:

- Materials to be displayed must be submitted for approval to the Library and are subject to review by the Deputy Director for Public Service. Branch Managers should contact the Deputy Director for approval of materials submitted directly to the Branch.
- Materials will be posted only in approved areas of the Library.
- Postings should have a name and telephone number contact for further information or clarification.
- Priority in posting will be given to Library, local community and government announcements for Richmond and the surrounding area.
- The Library assumes no responsibility for the content of the notices or materials, nor for the possible damage or theft of materials.
- Due to limited display space, the Library reserves the right to restrict the size, number and location of display materials. The Library will determine the time span during which the materials are exhibited.
- Items posted are done so for informational purposes only. Posting does not imply an endorsement by the Library.
- No organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of any candidate for office, or which advocate any affirmative or negative vote for or against any proposition. Exceptions to this policy would be literature produced by non-partisan political groups such as the League of Women Voters, or programs that would sponsor a debate in which all sides of an issue were represented.
- Petitions may not be posted in the Library.
- No organization or individual shall be permitted to place in the Library any box, receptacle or canister that solicits donations except with the permission of the Library Board.
- Posters announcing fund-raising programs sponsored by any local non-profit organizations may be displayed provided there is space available in approved posting areas.

- Notices advertising for-profit businesses, sales or services may not be posted. Exceptions will be made for art galleries, museums, theaters, bookstores and the like which promote cultural activities such as art exhibits, concerts, plays, lectures and author visits and book signings.
- Notices advertising religious services or promoting a religion may not be posted. However, notices about faith-based organizations that offer programs of a general social services nature, such as tutoring or youth sports leagues, may be considered for approval. Information from faith-based organizations whose work benefits the entire community and requires of its participants no adherence to creed (Habitat for Humanity, for example) may be considered for approval. Information from churches or the seminaries advertising lectures by distinguished theological scholars may be considered for approval.

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Approved: December 19, 2007

Reviewed: February 2012

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