



Bulletin Boards and Information Distribution Areas

The Kent Public Library maintains bulletin boards for posting of materials and designated areas for the passive distribution of information.

Bulletin Boards and Distribution Areas that are Reserved for Use by the Kent Public Library

Some bulletin boards, literature racks, and tables are reserved for the exclusive use by the library to post and distribute materials:

- about library services, programs, and events;
- from the Friends of Kent Library and SeniorNet;
- from other government entities such as the Town of Kent, and county, state and federal government agencies

Other Bulletin Boards and Distribution Areas

A limited number of bulletin boards and distribution areas are available within the library for posting and passive distribution of materials from other entities. A designated library staff member must authorize all posting and distribution before it occurs. Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the library does not indicate library endorsement of the ideas, issues, or events promoted by those materials.

Because the amount of bulletin board and distribution area space is limited, and in order to provide library visitors with the opportunity to review materials from non-profit organizations that they might not otherwise have the opportunity to review, the following rules apply:

- Bulletin board space is provided for announcements of dated local events whose principal sponsors are non-profit organizations. Priority may be given to announcements pertaining to events occurring in the Town of Kent.
- Non-profit organizations may provide materials related to their not-for-profit purpose for passive distribution only in areas designated for that purpose. Passive distribution means leaving the materials with library staff for library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging library visitors to review or take any materials with them.

General Prohibitions

The following items may not be posted on bulletin boards or left in material distribution areas:

- Materials that support or oppose the election of any political candidate. The library is not intended to be a forum for the support or opposition of political candidates. Official election information, such as voter registration material, is made available in the library.
- Commercial notices offering products, services, or property for sale, lease or rent.

Terms of Use

All materials posted or distributed must comply with this policy and any other applicable library regulations, policies, or guidelines. No other materials may be posted or distributed.

To ensure equitable access to limited display space available, the following criteria must be met by all postings:

- The maximum size of material to be posted is 11” by 17.”
- Materials may be posted for a maximum of three weeks.
- If the amount of materials posted or displayed exceeds the amount of space available, those materials which are the oldest or which are the least local in scope may be pulled. Multiple postings or handouts from the same agency may also be pulled if space is limited.

All posting and placement of materials in distribution areas shall be done by personnel from the Kent Public Library. Individuals requesting posting or distribution shall not themselves post or leave materials in distribution areas.

Materials left for posting or distribution without authorization from the library will be discarded.

The library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

Approved by the Kent Library board on September 19, 2006

Review Cycle: 5 years
Review History: