

## Community Postings

At the Cedar Rapids Public Library, we value civic engagement and free expression of ideas. In keeping with the library's overall philosophy of providing access to a wide range of information sources, the library provides bulletin board space, free of charge, for local, government, educational, and non-profit information, events, and activities, referred to herein collectively as "community postings." Community postings shall include any and all printed materials submitted for display at a library facility.

A community posting accepted and displayed in library facility does not indicate library endorsement of the ideas, issues, or events promoted or mentioned in the community posting.

### Community posting procedures:

In general, space on the library bulletin board(s) is provided on a first-come/first-served basis. However, the library will give preference to the following community postings, in the following order: library and government information; events of local interest; and non-profit materials of local, civic, cultural, educational, or recreational interest. Library staff members, under the supervision of the Library Director, have the discretion to approve, reject, and limit community postings. Community postings may be rejected or limited based on size, duration, or space limitations even if it the community posting otherwise meets all of the other requirements set forth herein. All community postings must meet existing State and Federal laws on obscenity, libel, defamation of character and invasion of privacy.

Community postings will be limited to those specific, designated location(s) within library facilities, which location(s) shall be determined in the sole discretion of Library staff, under the supervision of the Library Director. Community postings will be displayed as space permits. In general, the library will accept only dated community postings, not to exceed 30 days, as space permits. If no date is specified, community postings will be displayed for a period determined by the library, up to 30 days. However, the library reserves the right to provide space beyond 30 days for community postings that provide continuing assistance to library patrons and the public, such as library information, crisis services, etc.

The library assumes no responsibility for protection or preservation of community postings, whether posted on the bulletin board or left with library staff for posting.

Community postings will not be returned, and will be recycled or discarded, whichever is appropriate given the type of material. Any unused community postings and materials left for posting without authorization will also be recycled or discarded.

### Requirements for community postings:

1. Library staff members must approve or deny community postings. Staff will post and remove the community posting(s) in accordance with the procedures stated above.
2. Community postings must include the organization's name, address, web address, and telephone number.
3. The following will not be accepted as community postings:
  - a. Advertisements for businesses, products, services, job openings, or items for sale or giveaway.
  - b. Solicitations for contributions.

- c. Requests for study participants for research.
- d. Newsletters and/or meeting minutes of non-governmental organizations.
- e. Postings advocating the election or defeat of a candidate for public office, or advocating a vote for or against any proposition, whether political or not.

Adopted: 2/2011

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