

## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No: OP7</b>		<b>Title: <i>Sign and Notice Posting</i></b>	
<b>Type:</b> Operational: Operations		<b>Authority:</b> CEO	
<b>Originated:</b> 11-06-10		<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 05-10-18, 12-15-22	
<b>Amended:</b>		<b>Previously:</b> 01-09 11-06-10	
<b>Related Policies</b>		•	
<b>Associated Documents</b>		•	
<b>Implementation Procedures</b>		•	

1. One role of Schreiber Public Library is to serve as an access point for current information on community organizations, issues, and services. Notices and posters will be displayed on the Community Bulletin Board in the Library, as space is available, and with the following considerations:
  - 1.1. Materials for posting or distribution within the Library must be deposited at the Circulation Desk for approval by the Chief Executive Officer (CEO) or designated Library staff member;
  - 1.2. Materials advertising commercial endeavours is not displayed unless the project is specifically related to the objectives of the Library and the permission of the CEO has been granted beforehand;
  - 1.3. The Library Board does not necessarily support the aims and objectives of the groups whose materials may be displayed in the Library, nor is it required to display all materials submitted;
  - 1.4. The notices and posters will remain on display for a time mutually agreed upon or until just after the event has been held.
2. The Library Board accepts approved materials for display depending on available space.
3. All articles on display will be left at the owner's risk.
4. The Library does not take responsibility for the loss, defacement, or return of materials to individuals or organizations.
5. Except for sales or fundraising events of a special local community nature, or events which are co-sponsored by Schreiber Public Library, and authorized by the CEO beforehand, no sales are permitted in the Library.
6. No soliciting will be allowed in the Library.