

Lee Library Bulletin Board & Display Usage Policy

Part of the Lee Public Library's function is to provide to the community access to intellectual and cultural resources. Therefore, the Library welcomes community groups, organizations and individuals to use the Library's bulletin board. Bulletin board space is defined as that area immediately to the left of the entrance door and the half wall dividing the entrance area from the children's area. No postings will be allowed at the desk except for those related to Library programs and activities.

1. Library programs and announcements have first priority with announcements of non-profit organizations' programs or activities following. Space will be reserved for official notices of Town of Lee business and school district notices. Notices and announcements will be posted as space allows.
2. All items must be cleared with the Library staff before posting. Approval does not imply endorsement by the Library.
3. Items may be posted which publicize cultural or educational events and opportunities, town or civic business, local group meetings, non-partisan political events and fund raising for non-profit organizations.
4. It is not within the Library's mission to promote businesses. Therefore, advertising by profit-making concerns may not be posted on the bulletin board. However, a notebook(s) with those businesses or services is kept on file.
5. Although religious tracts and partisan political materials may not be posted, notices of meetings by such groups may be posted. During election years, the Library will make available a notebook of campaign literature or position papers for any candidates or issues, but the Library cannot vouch for the accuracy of this information. The candidate is responsible for providing this material to the Library. The Library will not distribute these materials on behalf of any candidate or organization; the availability of these materials does not constitute endorsement by the Library. All materials will be discarded at the end of Election Day.
6. The date when items are received will be stamped "posted" (by a Library staff member) and items will be removed after one month or when timeliness has ceased.
7. Notices of lost pets or items may be posted for one month.
8. One- time-"for sale"- items (such as bikes or furniture items) may be posted for two weeks.
9. Help wanted advertisements may be posted for two weeks.
10. Posted items will be no larger than 8 1/2 x 11 inches. Larger materials may be accepted and posted if space allows.
11. Bulletin board postings are seen by everyone who walks into the building, both children and adults with varying degrees of sophistication. Postings must, therefore, meet what is generally known as a "standard acceptable to the community."