

BULLETIN BOARDS

POLICY QUESTIONS TO ADDRESS

1. Why does the library have a bulletin board or bulleting boards in the public service area of the library? What is the primary purpose of each?
2. How does the provision of a bulletin board or bulletin boards and their usage support the library's goals and objectives?

REGULATIONS QUESTIONS TO ADDRESS

1. Is the use of the bulletin board restricted to library created or sponsored announcements?
2. If individuals or organizations are authorized to post items on the bulletin board, which organizations are eligible:
 - a. local, state and/or federal government?
 - b. educational institutions? public schools? private schools?
 - c. non-profit organizations
 - d. Friends of the Library? The Library Foundation?
 - e. community organizations and clubs
 - f. for profit companies
 - g. individuals offering a service
 - h. other?
3. If individuals or organizations are authorized to post items on the bulletin board(s),
 - a. how do they indicate their interest in having an item posted on the bulleting board?
 - b. what criteria are used to determine which items may be posted on the bulletin board and who is responsible for enforcing the criteria?
 - c. may items advertising programs and events for which there is a fee be displayed?
 - d. are their guidelines that govern the size of the poster, how long it will be posted etc?
 - e. is there a maximum, minimum or fixed period of time that items may be posted on the bulletin board? If so, are items marked with the date the item was posted or is to be removed?
4. If individuals or organizations are authorized to post items on the bulleting board(s), must the individual or organization reside within the immediate service area of the library?
5. Who is responsible for the appearance and timeliness of items posted on the bulletin board(s)?
6. What will be done with an unauthorized item posted on the bulletin board?
7. If there are complaints about the Bulletin Board policy or how it was implemented,
 - a. to whom is that complaint made?
 - b. what process will be followed to address the complaint?

8. If there is a complaint about an item on the bulletin board,
 - a. to whom is that complaint made?
 - b. what process will be followed to address the complaint?
9. If there is more than one bulletin board, do the regulations vary from bulletin board to bulletin board? If so, which regulations apply to which bulletin board?

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