

## **Postings and Signs Policy**

The Sedalia Public Library provides a space for community flyers and brochures as part of its mission to serve the information needs of the community.

Depending on available space, the Library may offer public bulletin boards & display tables to share community resources.

Postings may be of educational, cultural, or civic interest.

The following steps shall be taken when considering postings and signs in the Library:

- All items should be brought to the Library Circulation Desk for consideration.
- The Library Director must approve all notices, posters, and brochures.
- Only designated staff can post or remove notices.
- Once notices are removed, they are discarded.
- Notices posted or left on tables without authorization will be removed and discarded.
- Oversized posters may be rejected because of space limitations.
- If the board is crowded, library staff reserves the right to select notices for events with the widest appeal. Library programs and announcements receive priority.
- Explicitly excluded from display are commercial notices of any kind by profit-making entities. This includes items or services for sale.
- The Sedalia Public Library does not assume responsibility for materials damaged or stolen.
- Acceptance of materials for display does not imply the library's endorsement of a group or organization, its policies, or beliefs.