

1.5 Posters

Adopted: January 8, 1998

Amended & Reapproved: 2000; May 21, 2003; June 20, 2007; June 17, 2009; January 18, 2012; February 18, 2015; January 17, 2018; March 17, 2021

POLICY:

The Council Bluffs Public Library will display brochures, notices, pamphlets and posters which deal with educational/cultural activities, events, or available services and occur in the Library's service area or greater metropolitan region to educate and enrich the community.

PROCEDURES:

- Placement of any brochure, notice, pamphlet or poster is dependent on available, designated space in the library.
- Prior arrangement for the placement of any brochure, notice, pamphlet or poster must be made with the designated staff member for the designated area.
- Public notices or postings by government agencies will be accepted.
- Brochures, notices, pamphlets and posters will be accepted which promote a particular religious, political, social or other point of view insofar as they are limited to informing of a particular event, public meeting, or public service. Ones which advocate an affirmative or negative vote for or against any candidate or proposition, political or otherwise will not be accepted.
- Any and all charges or fees associated with the educational/cultural activity, event, or available service described must be included on the brochure, notice, pamphlet or poster.
- For any educational/cultural activity, event, or available service that is not ongoing, an end date must be indicated on the brochure, notice, pamphlet or poster.
- Any sponsoring agencies must be indicated on the brochure, notice, pamphlet or poster. An address, telephone number, and a contact person must also be included if possible.
- Brochures, notices, pamphlets and posters will not be accepted which advocate or solicit consideration of any item, product, or service sold by any commercial or charitable enterprise.
- Brochures, notices, pamphlets and posters will not be accepted which advertise individual, neighborhood or estate sales, giveaways or personals.

COUNCIL BLUFFS PUBLIC LIBRARY
POLICY MANUAL

- Brochures, notices, pamphlets and posters should be concise, informative, and have a “professional” appearance.
- Notices or posters should not exceed 18” in height or width, with a 8 ½” x 11” size preferred. Brochures and pamphlets must be able to comfortably fit in the designated display area.
- No box, receptacle, canister, or tear-off edge may be a part of any posting.
- Display of brochures, notices, pamphlets and posters in the Library does not imply endorsement by the Library, the Board of Trustees, or the City of Council Bluffs.
- Brochures, notices, pamphlets and posters will not be returned unless specific arrangements are made for doing so when left at the Library.
- The Library assumes no responsibility for the preservation or protection of any brochure, notice, pamphlet or poster or for the possible damage or theft of any item displayed.
- Any brochures, notices, pamphlets and posters that have been defaced will be removed.
- The Library reserves the right to limit the period of time and number of any brochure, notice, pamphlet or poster displayed.