



800 S. Bartlett Rd.  
Bartlett, IL 60103  
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www.bartlettlibrary.org

## COMMUNITY INFORMATION BOARD POSTING POLICY

A Community Information Board and literature racks are located in the lobby of the Bartlett Public Library, and an additional Community Information Board is located inside the Library, near the café area. Notices of a cultural, recreational, educational, or community service nature may be posted. All notices require the approval of the Library Director or Assistant Director for posting.

Priority will be given to:

- Notices of programs sponsored by other tax-supported agencies.
- Notices of programs of a cultural, recreational, educational, or community service nature sponsored by non-profit organizations.
- Notices of programs within closest geographic range of the Library's boundaries.

The following types of notices would not be considered for posting:

- Notices promoting a commercial enterprise.
- Political notices advocating the election or defeat of a candidate for public office or an affirmative or negative vote against any proposition.
- Personal advertisements or notices. (Examples: lost pet, tutoring service)
- Notices that are intrusive or in bad taste.
- Notices of a religious organization advocating membership.

Additional information:

- Notices must not be more than 11 x 17 inches – a portrait layout is preferred. Only one copy of a notice may be posted.
- Once approved and posted, a notice will remain posted for fourteen (14) days from the time it arrives at the Library, but may be left up longer if no other postings are submitted. This also applies to notices of ongoing services available to Bartlett residences.
- Notices posted or left for distribution without Library approval will be discarded immediately.
- The posting or distribution of notices does not indicate that the Library endorses any organization, cause, or activity.
- The Library reserves the right to determine whether an item is appropriate for posting.