

# Library

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-23

SECTION: Facility Usage

SUBJECT: HANDOUTS AND BULLETIN BOARDS

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### SUMMARY

The purpose of this regulation is to establish guarantees and restrictions regarding handout areas, bulletin boards and the library website for use by the public in libraries.

### Effective Date:

Reviewed

July 12, 2012  
October 4, 2017  
September 8, 2022  
October 13, 2022

### DEFINITION AND POLICY

a. Items on public forum bulletin boards publicize information of a civic, cultural, educational, or recreational nature, regarding or provided by community-related, non-profit organizations. The intent is to give access to community information. To achieve this goal, most material is displayed for one month only. Preference is given to organizations based in Johnson County. Physical areas are all designated as public forum areas and are subject to the intellectual freedom policies of the library. Non-public forum bulletin boards are limited to library and government use.

Posted comments or information on the library website or any/all applicable social media websites are subject to the approval of Johnson County Library staff. It must publicize information of a civic, cultural, educational, or recreational nature, regarding or provided by community-related, non-profit organizations. The intent is to give access to community information.

### POLICY ON PROVIDING SPACE AND LIMITING TYPE OF MATERIAL

b. Effective April 26, 1995, the library will, at all service points, provide limited space for the display and distribution of information regarding and provided by community-related, non-profit organizations in our buildings only. This does not apply to online boards. Exception: Community newspapers - newspapers

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produced by for-profit organizations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the local community. In order to provide these services for a broad range of viewpoints and interests, the County Librarian is authorized:

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|------------|---|
| Size       | 1. to establish size restrictions on items posted or distributed,   |
| Quantities | 2. to restrict, on an equitable basis, the quantities of brochures to be distributed, and                       |
| Duration   | 3. to impose restrictions on the length of time during which a poster will be posted or a brochure distributed. |

**EQUITABILITY GUARANTEE** c. Space for the display and distribution of information is available on a limited basis at all libraries on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use and will not be denied to anyone based solely on age. The library will attempt to ensure display and distribution of materials and information presenting all points of view. In the event that the County Librarian denies the display of materials in accordance with this policy, the individual or group requesting such display may appeal the decision in writing to the Library Board, which shall consider the appeal at its next regularly scheduled meeting.

October 13, 2022

**ARM 20-80-23 End**