**Bulletin Board and Solicitation Policy**

 **Bulletin Board and Handouts**

Coatesville – Clay Township Public Library offers a bulletin board for announcements and notices of programs and activities sponsored by government and non-profit civic, cultural, educational, and religious groups on its bulletin board. Postings will be no larger than 8 ½” x 14” in size.

Items posted may not contain graphics or text that could ***reasonably*** be considered offensive to the community. Items posted in no way reflect the views of the library and do not constitute an endorsement by the library of the posted item.

Items may not display materials that advocate for a particular political candidate or issue.

The library will also offer space for a minimal amount of handout materials for public awareness from nonprofit groups, community groups, or governmental agencies, as well as handouts prepared by the Library to promote materials and services.  The handouts must fit in specific areas provided by the Library.

*All bulletin board announcements and handouts shall be reviewed by Library staff before they are posted.*  The Library reserves the right to remove inappropriate items from the bulletin board at any time.  When space is limited, priority is given to announcements featuring Library programs or events as well as local organizations. All announcements should be dated and will be posted for no more than 30 days—the Director has the discretion to extend this period if deemed necessary.

Announcements offering services or items for sale by individuals or businesses are not appropriate for this bulletin board.

**Gathering Petitions Signatures on Library Grounds:**

The Library does not allow petition gathering on site.

**Solicitation**

Solicitation for sales, or any other reason, is not permitted in the Library. This applies to library staff and library users.

The Library does not allow petitioning, distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public within the Library or on Library grounds.

 Adopted December 9, 2014