

**MT. LEBANON PUBLIC LIBRARY**

**POLICY NUMBER:** 18  
**TITLE:** Public Notice Bulletin Board  
**DATE ISSUED:** November 14, 2023  
**REPLACES:** Previous policy no. 18, August 8, 1991.; February 21, 2002

**PURPOSE:** To set forth the types of materials that may be displayed on the library's community information bulletin boards and display racks.

**STATEMENT OF POLICY:**

1. The Mt. Lebanon Public Library encourages the display by non-profit, civic, and community groups of informational bulletins, brochures and posters regarding educational, cultural, civic, intellectual, and charitable activities of interest to the local community and which promote and further the mission and goals of the Library.
2. Materials supplied by commercial establishments may be displayed on the Library's community information bulletin board if they promote the mission and goals of the library or are of general interest to the community. The Library Director is authorized to judge which materials meet this criterion.
3. Excluded from display are personal ads and notices, business advertisements or coupons, employment, military, or research recruitment materials, listings of items for sale or rent, legal notices (such as trustee sales), political campaign advertising, and notices advocating or promoting partisan political issues.
4. Because of limited space, posters may be no larger than 11 inches by 17 inches. One poster, flier, or brochure per event.
5. Notices will generally be hung first come/first served and as space allows with priority given to events occurring in Mt. Lebanon and the South Hills. Notices will not be posted for longer than 2 months (exceptions will be made for Library, Municipal, and School District notices).
6. In order to be posted, items must be left at the circulation desk for review. Any materials found on the board that were not submitted for review will immediately be removed.
7. Materials not accepted will be discarded; the Library will not return materials, and staff will not notify patrons about whether their item was posted.
8. The Library reserves the right to establish time, place, and manner restrictions for the display of materials submitted. The Library also reserves the right to restrict the geographic area from which materials will be accepted and to determine the frequency with which material may be posted for the same group.

*Mt. Lebanon Public Library Policy No. 18*  
*Public Notice Bulletin Board*

9. The bulletin board has limited space and is exclusively reserved for items deemed appropriate by the Library and its Director. There is no right or expectation to post any material, and if posted, to have it remain for any period of time.
  
10. This policy is subject to revision, modification or termination at any time and for any reason.