

Valley Cottage Library

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



Public Notice Bulletin Boards and Exterior Signage

The Valley Cottage Library encourages the display of informational bulletins, brochures and posters regarding ~~area~~ educational, cultural and civic events of interest to the community.

Posting of notices or displaying of signs does not indicate Library endorsement of the ideas, issues or events promoted by those notices or signs.

- All notices must be approved by the Director or their designee prior to posting. Only authorized Library personnel may post or remove notices. **Acceptance of a posting by staff does not guarantee approval.** Notices posted without authorization will be removed.
- Items to be displayed ~~should~~ **must** be of a reasonable size, preferably no larger than 12" x 18". Lawn signs/exterior signage must be no larger than 18" x 24".
- Undated materials will be displayed for a reasonable length of time as determined by the Library according to space available.
- Display of signage on Library property is limited to signs created by the Library and Library partner organizations only. All other signs will be removed.
- The Library ~~will~~ **is not** be responsible for the return of posted materials.
- Library bulletin boards are not intended as a forum for the expression of the views or opinions of individuals or groups.
- Due to space limitations, the Library reserves the right to give priority to notices that most closely align with the mission of the Library.
- Examples of materials to be included are public notices, regional job postings, non-profit community events, and lost and found notices for the surrounding area.

Explicitly excluded:

- Political materials of any kind including, but not limited to, materials endorsing or opposing candidates for public offices, or promoting the passage or failure of any legislation;
- Materials that are proselytizing for a specific religious sect or affiliation;

- Materials designed for individual or commercial profit or gain;
- Notices of merchandise or real estate for sale;
- Rental announcements;
- Notices of yard sales, auctions or related events;
- Petitions of any kind.
- Personal solicitations for fundraisers (walkathons, races, etc).
- Materials containing content that could be considered discriminatory or harassing based on a group or individual's protected class (race, color, religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state, or local law.

Appeals regarding the application of this policy shall be made to the Board of Trustees. Appeals must be made in writing to the Board President and shall include a copy of the material that was denied posting and a statement of position. Appeals must be made within 30 days of the denial.

Approved: December 1991
Revised: December 21, 2022