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CITY OF MOUNTAIN VIEW LIBRARY BULLETIN BOARDS AND COMMUNITY INFORMATION AREAS POLICY

POLICY:

The City of Mountain View Public Library makes a limited amount of public bulletin board and information shelf space available in the Library for flyers, brochures, notices, and printed information. Only information from the City of Mountain View; ~~and~~ not-for-profit groups that provide community services; information from government agencies that provide community services; and events of educational, cultural, or recreational value and interest to the local community will be included. Accepting a notice or providing space does not constitute Library endorsement. The Library makes the determination of what materials can be posted and made available and materials not accepted for posting are not returned.

Comment [YM1]: Instead of adding non-profit government agencies, I used "information from government agencies that provide community services" – example the VTA. VTA is for profit, but provides a community service by providing bus schedules.

PROCEDURES:

1. Postings and materials may be accepted at all public desks in the Library.
2. Postings and materials approved for display will be stamped with "Approved for Posting" stamp and date and then posted or placed on shelves by Library staff.
3. Postings and materials received, but not approved by Library staff will be recycled and not returned to the owner.
4. Unapproved postings and materials will be removed by Library staff and then recycled.
5. Approved postings and materials will be on display for a maximum of 30 days.
6. Library staff are responsible for removing expired postings or after 30 days, whichever is sooner. Expired postings will be recycled and not returned to the owner.

Comment [YM2]: Added the procedures after the policy statement. Indicated that postings may be accepted at all public desks. Added language that postings not approved or expired will be recycled and not returned to the owner.

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REGULATIONS:

The Library has the following posting and ~~community information~~ public information "giveaway" areas available:

- Three bulletin boards on the first floor near the public elevator to the second floor.
- Two bulletin boards in the Teen Zone for teen-related notices.
- One bulletin board in the Children's hallway to the First Floor Program Room ~~Community Room~~ for items of interest to parents and children.

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- Two bulletin boards on the second floor near the public elevator.
- Shelf, cubicle, and holder space appropriate for bulk materials on the first floor across from near the public elevator.
- Shelf and holder space for community policing information and materials from the Mountain View Police Department in the Library lobby near the Lobby Shop.
- Shelf and holder space for community information and materials from departments of the City of Mountain View next to the front entrance of the Library.

Comment [YM3]: Added the bulletin boards on the second floor in the policy.

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Comment [YM4]: Added other areas in the Library that provide community information. Note that these areas are for specific information or brochures.

Community materials may not be posted or made available any place else in the Library. The Library's digital boards and digital information kiosks are exclusively used for Library announcements and events. Slatwalls near the second floor information desk and the large bulletin board in City of Mountain View Library Bulletin Boards and Community Information Areas Policy Page 2 the Teen Zone are reserved for Library announcements and events. Library materials and legal notices for meetings are excepted.

Comment [YM5]: Mentioned the digital board, information kiosks, and slat walls and large bulletin board in Teen Zone as Library announcements and events only.

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Due to limited space, priority will be given to the following:

- Library announcements and promotional materials;
- City announcements and events;
- and cultural, educational, informational, educational materials from not-for-profit groups and government agencies.

Comment [YM6]: Added statement of order of priority for postings.

The Library does not accept for posting or "giveaway" any materials that advertise services that are for personal profit or use or personal messages due to limited space.

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~~All notices, flyers, brochures, etc., must be approved with an "Approved for Posting" stamp and date and then posted or placed on shelves or bulletin boards by Library staff. Notices and other information that have not been approved will be removed.~~ A delivery person may place transit materials and bulk items in display area after such materials have been approved the first time.

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Adopted by the Library Board of Trustees: February 28, 2005
Revised: August 19, 2013
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Postings and information display will be for a maximum of 30 days in order to provide the opportunity for maximum use of the limited space. Bulk materials such as transit schedules are always available and updated regularly or as needed.

Library staff will be responsible for removing items after the information has expired or at the end of 30 days, whichever is sooner.

Items that are larger than 8-1/2" x 11" may not be accepted for posting or display due to space limitations. Large quantities of "giveaway" materials may not be accepted due to space limitations. Frequency of accepting materials may be restricted due to available space.

~~Adopted by the Library Board of Trustees: February 28, 2005~~

~~Revised: August 19, 2013~~

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