



LIBRARY SERVICES

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

POLICY:

The City of Mountain View Public Library provides a limited amount of public bulletin board and information shelf space in the Library for flyers, brochures, notices, and printed information. Only information from the City of Mountain View; information from 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 of 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. Materials not accepted for posting are not returned.

LOCATIONS:

The Library has the following posting and community information areas available:

- Three bulletin boards on the first floor near the public elevator to the second floor.
- Several bulletin boards in the Teen Zone for teen-related notices.
- One bulletin board in the Children's hallway to the First-Floor Program Room for items of interest to parents and children.
- 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 the public elevator.
- Shelf and holder space for City information and materials 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.

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 is responsible for removing expired postings or after 30 days, whichever is sooner. Expired postings will be recycled and not returned to the owner.

REGULATIONS:

Community materials may only be posted in the areas designated above. The Library’s digital boards and digital information kiosks are exclusively used for Library announcements and events. Slat walls near the second-floor information desk and the large bulletin board in the Teen Zone are reserved for Library announcements and events.

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

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

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.

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. A delivery person may place transit materials and bulk items in display area after such materials have been approved the first time.

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”x11” 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.

Acceptance of materials may be restricted due to available space.

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

Revised: August 19, 2013

Revised: December 17, 2018

Revised: May 20, 2019