

Hicksville Public Library  
Bulletin Board and Display Space Policies  
Handouts, Flyers and Petitions  
Adopted by the Board of Trustees May 6, 1992  
Revised by the Board of Trustees December 17, 1997

A. Bulletin Board Policies

The Hicksville Public Library has limited bulletin board space available for the posting of library and community announcements. In order to assure fair access, the following conditions will apply:

1. Posters, notices and other publicity of library programs, events, activities and services have first priority. A section of the bulletin board is reserved for library announcements, posters, notices and other publicity.
2. Posters of community-wide interest prepared by organizations with community wide affiliation, such as PTA, adult education and student groups of the Hicksville school district, senior citizens and local youth groups will receive next highest priority.
3. General announcements or posters of out-of-district nonprofit cultural, educational or recreational nature will be permitted as space permits.
4. No poster or announcement of a commercial, for non-profit nature will be permitted.
5. Announcements or posters which advocate the election or defeat of a candidate for any public office or which are of a political nature will not be accepted.
6. Only library staff members may put up bulletin board notices after prior approval of the Library Director or Assistant Director.
7. The library reserves the right to reject posters or announcements because of size as well as content and to determine the length of time material may be displayed.

B. Display Space Policies

The Hicksville Public Library has a display case which is available to the public. To assure fair access to use of this display case, the following conditions will apply:

1. Display in conjunction with library programs, events, activities and services will have first priority.

2. Requests made by the public for library display space shall be granted only for educational, artistic and cultural materials. Displays will not include prices of objects.
3. Request shall be considered in the order in which they are received. The library reserves the right to limit the size, number of items and the frequency with which the artist or organization may have a display.
4. All displays must be noncommercial in nature and of a quality satisfactory to the library.
5. All displays must be submitted to the Library Director and/or the Assistant Director for approval.

C. ALA Policy on Exhibit Spaces and Bulletin Boards

1. The Board of Trustees supports the “Exhibit Spaces and Bulletin Boards Policy, An Interpretation of the Library Bill of Rights” of the American Library Association.

D. Handouts, Flyers and Petitions

1. The Hicksville Public Library as an institution for information and education is a distribution point in the community for handout material. The library will at the discretion of the Director, provide reasonable space for announcements and notices of events of non-profit educational, civic, youth and cultural activities.
2. Information of an educational nature prepared by non-profit agencies for public awareness may be made available within the library.
3. The library will serve as a community distribution center for general voting and noncommittal political information and announcement, i.e., voting applications, general election information, school and library budget information.
4. No flyers or handouts printed in the interest of profit making or for a particular political or religious persuasion will be permitted to be distributed at the library.
5. Petitions of any type will not be exhibited or distributed at the library at anytime.

