

Somerset County Library System – Policy Manual

CHAPTER V - SYSTEM GUIDELINES

B: Display and Distribution of Public Information Policy

Library Bulletin Boards

1. Library bulletin boards are primarily intended for library notices and information. However, the library may designate a bulletin board or other space for the posting of public notices about community events. The following guidelines apply to such posting areas:
 - a. Notices must be approved by the Branch Manager or a designated representative before being posted. The County Library Administrator reserves the right to review all materials.
 - b. The library will post notices submitted by non-profit or publicly funded agencies or organizations. Because space is limited, first preference will be given to events and performances that are of an educational or cultural nature and are sponsored by an agency or organization in Somerset County.
 - c. All notices must be compatible in size and format with the available space.
 - d. Due to limited space, branches will determine the length of each posting.

A. Distribution of Public Information

1. The distribution of literature by hand and petitions inside the library, at the library's entrance or on library grounds is prohibited. Groups or individuals, including members of the press, who are distributing information or attempting to address passersby may not block anyone else's access to the library or interfere with their use of the library.
2. With the approval of the Branch Manager or a designated representative, and if space permits, pamphlets, leaflets or other printed material may be left in an assigned area for public distribution. Such material must relate to non-profit, educational, cultural, artistic or civic activities only, and must be marked clearly with the name of the sponsoring agency or organization.
3. In limited instances, nonprofit or publicly funded agencies or organizations may be permitted to solicit donations from patrons through receptacles or other means with the approval of the Branch Manager.
4. The display of material does not in any way signify an endorsement by the Somerset County Library System of either the contents of the literature or of the activities of the agency or organization from which it originates.

C. Collections, Drop-offs, and Pick-up Sites

1. At the discretion of the Branch Manager, a non-profit organization may place a collection box in or near the entrance to a branch for a civic purpose. The Branch Manager has the right to specify the size and appearance of any collection box, schedule the period of time it is available, and approve the wording advertising it in the branch.
2. Non-profit organizations with such permission must regularly maintain the collection and promptly remove any overflow.

3. SCLSNJ and its staff are not responsible for monitoring a collection box, or for policing additions and withdrawals to it.
4. Any collected items not picked up within one week of the end of the agreed-upon period will be discarded or given to another agency.

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