

Prince William Public Libraries
Library Policies
Display Policy
Community and Personal Notices
Bulletin Boards
Distribution of Free Materials

Approved by the Library Board of Trustees March 24, 2022

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Bulletin Boards

The purpose of the **Community Bulletin Board** is to highlight items of cultural, civic, historical, educational, or general community interest. All items displayed on the Community Bulletin Board must be from a nonprofit organization. It is the responsibility of the organization to notify the library of its nonprofit status.

The purpose of the **Personal Notices Bulletin Board** is to allow display of items advertising services (such as day care, typing, FAX services, etc.), items for sale, or items of cultural, civic, historical, educational, or general community interest.

At some branches, these bulletin boards may be combined into one multi-use bulletin board.

1. Items should be neat in appearance and no larger than 8½" x 11". Exceptions based on size may be made if space permits or for short-term announcements (items valid for example, for only one week.) Items may be refused due to their size.
2. An organization may have one item posted at a time. Multiple postings will only be allowed for Prince William County and the City of Manassas, and those community partners identified on the current list of Community Partners (<https://www.pwcva.gov/community-partners>).
3. With the exception of library sponsored programs and ongoing community programs, items to be posted are displayed no longer than one month.
4. Requirements for posting items are posted for the public on the bulletin boards. Notices not meeting those requirements will be removed at the discretion of the Branch Manager.
5. Public notices and advertisements are not permitted elsewhere on library property except on election days, as required by law, when the libraries are used as polling places. These notices must be placed at least 40 feet away from the polling site and installed in such a way as to not damage county property in any way. Election materials should be removed within 24 hours post-election.
6. The display of an item does not constitute an endorsement of any cause, activity, organization, or position by the Prince William Public Libraries.

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1. Distribution of material to the public is limited to publications produced under the auspices of the local governments who provide direct funding of library services and are the primary service jurisdictions of the Prince William Public Libraries. This includes Prince William County and the City of Manassas.
2. For the purposes of this policy, the “auspices” is considered to include all organizations who receive a direct budget appropriation from any of these service organizations. Thus, the acceptable publications would change from year to year, depending upon budget appropriations.
3. Library staff must approve any materials for posting or distribution. Staff are responsible for the posting and removal of materials. This service does not indicate Library endorsement of a cause, opinion, or activity.

Information inconsistent with library policies will not be displayed or distributed.

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