

Community Bulletin Board Policy

1. Purpose

The North Logan City Library maintains a community bulletin board to provide limited, temporary space for sharing information about educational, civic, cultural, and recreational activities and services that benefit the North Logan community. Space is limited, and posting privileges are extended as a courtesy of the Library, not as a guaranteed right.

Display of an item on the bulletin board does not imply the Library's endorsement of the event, organization, product, or views expressed.

2. Who May Post

Priority is given, in the following order, to:

- Library-sponsored programs, services, and announcements
- The Friends of the Library and affiliated foundation groups
- Government agencies (federal, state, county, or local) providing public services
- Nonprofit and community organizations, schools, and civic or charitable groups
- Individuals sharing volunteer opportunities or noncommercial community events

For-profit businesses and individuals may submit postings for approval, but priority placement goes to nonprofit and community items, and space for commercial notices is not guaranteed.

3. Approval Process

- A physical or digital copy of every item must be submitted to the Circulation/Front Desk (or designated staff member) for approval before posting. Nothing may be posted directly by the public.
- Staff will review submissions within 2 business days and will date and stamp approved items with North Logan Library stamp.
- Approval is based on available space and the criteria in Section 5; approval is not guaranteed.
- Items posted without staff approval will be removed and discarded without notice.
- Materials that are not approved will not be returned; please submit copies, not originals.

4. How Long Postings May Remain Up

Most library bulletin boards limit posting duration to keep the board current and make room for new material. Common practice among public libraries ranges from two to four weeks. This policy sets:

- Standard postings: up to 21 days from the date stamped by staff.
- Single-date events: may be posted until the event date passes, up to a 21-day maximum.
- Staff reserve the right to remove any posting early if space is needed, the posting becomes outdated, or it no longer meets policy criteria.

5. Content Guidelines

Acceptable postings generally include:

- Educational, civic, cultural, or recreational events open to the public
- Notices from nonprofit organizations, schools, and government agencies
- Volunteer opportunities and community service announcements
- Job or class postings relevant to community members' education or skill-building

The Library will not post:

- Political campaign materials or items urging a vote for or against a candidate or ballot measure
- Materials promoting or opposing a specific religious belief or affiliation
- Content that is obscene, discriminatory, or promotes violence or illegal activity
- Personal solicitations, garage sales, lost-and-found notices, or items for individual profit
- Content that is not appropriate for viewing by patrons of all ages

The Library reserves the right to decline or remove any posting that does not align with these guidelines, at the discretion of the librarian in charge.

6. Format & Size Requirements

- Maximum size: 8.5" x 11" unless otherwise approved by staff
- One copy per item, per board — duplicate or multiple postings of the same item will be removed
- Items must be attached using materials provided or approved by staff (no tape on painted surfaces, no permanent adhesives)
- Postings may not be placed on walls, windows, doors, or other surfaces outside the designated board

7. Removal

- Staff will remove expired, outdated, or non-compliant postings during routine board maintenance
- The organization or individual who submitted a posting is responsible for removing it after their event has passed, if earlier than the standard limit
- Removed items are discarded and are not held for pickup

8. Appeals

If a posting is declined or removed, the submitting individual or organization may request reconsideration in writing to the Library Director, whose decision is final.

9. Disclaimer

The Library provides bulletin board space as a community service. Posting of an item does not constitute the Library's endorsement, sponsorship, or verification of the accuracy of its content. The sponsoring organization is solely responsible for the accuracy and content of its materials.

Approved: August 13, 2026