Lincoln Public Library - Bulletin Board Policy

Purpose
The Lincoln Public Library provides limited bulletin board space to share civic, cultural, and educational information with the community. This space allows individuals and non-profit groups to post timely announcements about events, programs, and services that benefit the public.

Location and Content
The Library maintains two bulletin board areas for public use: one located above the lobby bench on the first floor, and another on a wall near the children's play area. Both spaces follow the same guidelines outlined below. **All postings should be appropriate for all ages.**

Posting Guidelines
Materials posted on the Library's public bulletin boards must align with the Library's civic, cultural, and educational mission. To ensure clarity and consistency, the following guidelines apply:

Accepted Materials
The Library welcomes notices about:

- Community events, public programs, cultural and educational offerings
- Non-profit organization announcements, including local fundraisers and volunteer opportunities
- Town-sponsored initiatives or informational resources
- Services provided by non-profit groups intended to benefit the public

Prohibited Materials
The Library does *not* permit:

- Business advertisements, commercial promotions, or materials intended to generate profit
- Personal postings such as items for sale, job listings, or housing advertisements
- Individual service offerings for personal profit
- Partisan political materials or campaign content
- Content deemed inappropriate for a general audience

Space and Duration Limits

- Priority is given to announcements relevant to Lincoln and neighboring communities
- Notices must not exceed **8.5" x 11"**.
- Approved items will be posted for up to **one month**, after which they will be removed by Library staff

Submission and Approval

- All materials must be submitted to Library staff for review prior to posting.
- Approved items will be date-stamped and posted by Library staff in the designated bulletin board location.
- Materials for the first-floor board should be submitted at the Circulation Desk.
- Materials for the children's area should be submitted at the Children's Desk.
- The Library reserves the right to decline any submission that does not meet policy criteria.
- Posting decisions will be made by Library staff in accordance with this policy and in consultation with the Library Director as needed.
- All decisions made by the Library Director are final.

****The Presence of a posting does not imply library does not imply Library endorsement of its content, organization or message.****

Approved by Library Board of Trustees 9/27/25