

Community Bulletin Board POSTING REQUEST

Check this box if the flyer meets one of the requirements to be posted on the bulletin board.

1. Municipalities (school districts, government agencies, park districts)
2. Community events sponsored/supported by governmental agencies.
3. Job fairs from businesses that are in the Library's boundaries.
4. Events sponsored by the Foundation for the Indian Trails Public Library District

See back for what is NOT accepted.

If you have checked the box your request must include your contact information.

Organization Name

(Please Print)

School District

Governmental Agency

Park District

Your Name

Contact Phone

Contact Email

The library has a public bulletin board located on the second floor in Adult Services. Notices from community organizations, educational institutions and government agencies that serve the library district are eligible for consideration for posting by the Communications Department. **Advertisements for services and/or items expressing personal views, opinions and/or political advertisements and/or classified ads are prohibited.**



Please refer to Policy 2.32 at itpld.org/about-us/policies, scan the QR code or refer to back of page.

Approved items will be marked with an approval stamp. Items without specific dates may be displayed and removed based on available space. Notices will be taken down once they are no longer timely or if space is needed for newer items. Only one copy of each item per language is allowed and unauthorized postings will be removed and discarded. Notices should be sized at 8½" x 11", but larger sizes may be considered if space allows. **Items submitted are not returnable.**

STAFF NAME _____ DATE _____

Indian Trails Library District
Display and Distribution of Non-Library Material
Policy 2.32

Due to the volume of requests from local organizations, the Library only accepts postings from the following organizations directly serving residents who reside within the Library's boundaries or who partner with the Library in programs and/or services:

- Municipalities (school districts, government agencies, park districts)
- Community events sponsored/supported by governmental agencies.
- Job fairs from businesses that are in the Library's boundaries.
- Events sponsored by the Foundation for the Indian Trails Public Library District

The library may require size limitations on flyers in order to accommodate request. When feasible, the Library will promote events from other groups via social media channels. The Library has the right to determine which information is appropriate for posting and may, on occasion, post from local nonprofits that are in partnership with the Library or are providing a service or information of interest to Library members.

I have read and agree that the flyer does NOT promote the following:

- Commercial information
- Event information where there is a fee, with the exception of governmental agencies that charge fees for classes or events.
- Personal job ads or lost and found notices.
- Information that does not include a contact name and phone number.
- Fundraisers or bazaar information, with the exception of the ITPLD Foundation.
- Candidates for public office.
- Postings promoting action for or against a particular candidate, referendum or question.

All posting are at the discretion of the Communications Department.

