



Public Bulletin Board Policy

Crandall Public Library provides public bulletin boards and display racks for announcements and information that is of general informational, educational, and cultural interest to its patrons.

Flyers, brochures, and postcards from community organizations and clubs, educational institutions, government agencies, and non-profit organizations may be posted. Notices advertising programs and events for which there is a fee may be displayed if they align with the Library's mission. For-profit companies and individuals may post notices that are consistent with the Library's mission at the discretion of Library staff. Advertisements for services such as housecleaning, babysitting, and yard sales will not be posted.

All materials must be submitted at the Park Entrance Reference Desk for Library staff to review and post. Items will be dated on receipt and posted for no more than 30 days. Materials without an event date may be posted for longer than 30 days at the discretion of Library staff. Flyers, brochures, and postcards are posted on a "first come, first served" basis.

Items posted without permission will be removed. Once flyers, brochures, and postcards are removed, they are discarded and recycled. Items not accepted for posting will not be returned.

Flyers should be no larger than 8.5" X 11" and brochures and postcards should be no larger than 8.5" X 4" tri-fold. Materials not fitting these dimensions will be considered as space allows and may be rejected because of space limitations.

Library materials take priority over community announcements.

Posting of a flyer or placement of materials in a display area does not imply endorsement by either the Library's staff or the Library Board of Directors. The Library reserves the right not to display notices that are inappropriate to its mission.

Adopted by the CPL Board of Trustees June 23, 2021