

Bulletin Board Policy

The library maintains one bulletin board at the head of the stairs leading to the main body of the library for the purpose of disseminating Ottawa Library and community information. To make the most efficient use of the space that is available, the Library has established the following criteria for such material:

The Bulletin Board may be used for posting the following types of information:

1. Library programs and announcements
2. FOL announcements and bulletins
3. Announcements of forthcoming or continuing educational, social, cultural, or entertainment activities
4. Notices of church services, commercial ventures/events will not be posted.
5. Fliers, brochures, announcements, or schedules distributed or sponsored by a nonprofit organization, group or agency, or by any federal, state or local government agency pertaining to services provided by government to citizens
6. Educational, social, or cultural services directories facilitating contact between citizens and organizations
7. "Community Switchboard" type information (i.e., Hotline, Suicide Prevention., etc.)

The emphasis is on cultural and educational events. No commercial notices or advertisements, or job announcements, are permitted.

In general, announcements of events will be posted up to one month before the event. Posters of a general nature which do not advertise a specific date or event will be removed when space for other announcements runs out. Very large posters may be rejected because of space limitations.

All items will be stamped with an Ottawa Library stamp, dated, put up and removed by a library staff member.

The library does not assume responsibility for materials damaged or stolen.