



## **PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY**

<b>Subject:</b> Pima County Public Library - Bulletin Board and Handout Policy	<b>Policy Number</b>	<b>Page</b>
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### **Purpose:**

To set forth the terms and conditions under which the Pima County Public Library will use bulletin boards to educate and inform the public about the Library and its services and to promote other community services and activities.

Pima County Public Library (PCPL) facilities may have bulletin boards and handout areas to provide information of local interest to library customers. The amount of space available is limited and will vary in each branch library. Anyone requesting distribution and posting at all PCPL locations must have approval from the PCPL Public Information Officer. The Managing Librarian or designee will approve items for posting at specific library locations and will retain the ultimate discretion in choosing what is posted. All posting will be temporary and must be dated. All postings must clearly state the sponsoring agency, organization or individual.

Personal notices, including notices representing a single individual's view, legal notices, and notices of a commercial nature are, without exception, prohibited.

### **Procedure:**

To request distribution approval, please contact the PCPL Public Information Officer at [library.news@pima.gov](mailto:library.news@pima.gov). If approved, posting priority will be given in the following order:

- 1) Notices that promote the activities and services of the Pima County Public Library;
- 2) Notices from the Library Foundation and Friends of the Library;
- 3) Notices provided by other governmental entities such as Pima County, cities, state and federal governments;
- 4) Notices from public educational institutions and museums regarding cultural events; and,
- 5) If space is available, publications of general community interest which contain no more than 50% advertising.

Approved items will be distributed and displayed as soon as possible based on available space and the priorities and restrictions outlined above. There is no guarantee that items approved for system-wide posting will be posted in all locations. All bulletin boards and handout areas are checked regularly to remove outdated materials. The Library reserves the right to remove any item at any time.

Adopted Date: August 7, 2007  
Revised Date: July 25, 2023  
Effective Date: July 25, 2023