

**OAK LAWN PUBLIC LIBRARY**  
**BOARD POLICY**  
**Community Use of Bulletin Boards**

Use of Library Community Bulletin Boards by local groups, organizations, and individuals is subject to the following conditions:

1. Posters, flyers, and announcements are displayed on Library bulletin boards by staff with the permission of the Library Director. The presence of these materials does not constitute sponsorship or endorsement by the Library.
2. Each item must be dropped-off at the Customer Services Desk and is approved on a case-by-case basis. Preference is given to local organizations and events. Materials must be of reasonable size and will be posted on a first-come, first-served basis and will be posted for a maximum of 30 days. Unauthorized material will be discarded.
3. Organizations or individuals are not permitted to place in the Library any materials which advocate the election or defeat of a candidate for public office or which advocate any political proposition.
4. Organizations or individuals are not permitted to place in the Library any advertisement which solicits monetary donations or solicits consideration of any product or service sold by any business, charitable enterprise, or individual. Exceptions will be made for special events as well as fundraising by the Library, the Friends of the Library, and the Oak Lawn Community Library Foundation.
5. Organizations or individuals are not permitted to place in the Library any advertisement or material for the purpose of employee recruitment.
6. The Library assumes no responsibility for the preservation or protection of posted items. All items placed in the Library are done so at the owner's risk.
7. Items displayed at the Library must consider community standards and show respect for the diverse beliefs and values of the people of Oak Lawn. The Library does not permit the display of materials which are offensive to decency, are obscene or immoral in nature, or which are calculated to incite crime.

Adopted: 6/10/86  
Revised: 2/17/15  
Revised: 3/21/17