Sausalito Public Library

Hallway Bulletin Board Policy

- The Sausalito Public Library maintains a bulletin board in the public hallway outside the Library. Below the bulletin board is a small area for sharing free informational literature.

- The bulletin board is used primarily to promote Library activities, services and events, and secondarily to promote educational and cultural programs taking place in Sausalito.

- Display, posting, or distribution of materials on the bulletin board or in the informational literature area is entirely at the discretion of the Sausalito Public Library.

- Display, posting, or distribution of materials by the Library does not constitute endorsement of any organization, event, activity, service, or viewpoint by Sausalito Public Library or the City of Sausalito.

- The Library will not display, post, or distribute materials advocating or opposing candidates for office, initiative measures, or specific legislation.

- The Library will not display, post, or distribute materials primarily intended to promote commercial activities.

- All notices, flyers, brochures, etc. must be approved by the City Librarian or his/her designee. Notices and flyers will receive a date stamp before being placed on the bulletin board. Only Library staff is allowed to post and remove items.

- Submissions for posting or distribution should be brought to the information desk located inside the Library.

- Notices are posted in the following order of priority, on a space-available basis:

    1. Announcements of activities and events sponsored by the Sausalito Public Library, the Library Foundation, or the Friends of the Library
    2. Announcements of meetings, events and activities sponsored by the City of Sausalito that do not otherwise have dedicated posting areas
    3. Announcements of free events of cultural or educational value which will take place in Sausalito and are sponsored by non-profit organizations
    4. Announcements of fee-based or ticketed events of cultural or educational value which will take place in Sausalito and are sponsored by non-profit organizations.
    5. Announcements of other Sausalito events, services, and activities which are of general public interest and are sponsored by non-profit organizations

6. Announcements of all other events, services, and activities which are of general public interest and are sponsored by non-profit organizations. Preference will be given to events, services, and activities taking place in Marin County

- Items that are larger than 8-1/2" x 11" may not be accepted for posting or display due to space limitations. "Giveaway" materials larger than 4.25” x 5.5” may not be accepted due to space limitations.

- Materials are displayed at the owner’s risk. Materials that are not accepted for posting will not be returned to the owner unless special arrangements are made and agreed to by Library staff.

- Materials will be displayed for a maximum of 30 days in order to provide the opportunity for best use of the limited space.

Approved by the Sausalito Public Library Board of Trustees on March 11, 2014