

**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Bulletin Board and Free Printed Matter  
Policy**

ORIGINAL DATE:	10/12/2011
BOLT Resolution #:	R15-086
REVISED DATE:	06/01/2022
BOLT Resolution #:	R22-031
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**I. PURPOSE**

The Berkeley Public Library provides space on its public bulletin boards for announcements and notices of local community events and activities. This service is in keeping with the Library's mission to meet the cultural, informational, and recreational needs of the community. The Library adheres to the American Library Association's policy statement *Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights*, adopted by the ALA Council in 1991 and amended on June 30, 2004, July 1, 2014, and June 25, 2019. The use of the Library's bulletin boards is subject to review by the Director of Library Services.

**II. POLICY**

A. Bulletin Boards and Distribution Areas Reserved for Use by the Berkeley Public Library: Some bulletin boards, electronic message boards, literature racks, and tables are reserved for the exclusive use by the Library to post and distribute materials about Library services and events, information about the Library's official support organizations, and governmental entities such as the City of Berkeley and state and federal government agencies.

B. Other Bulletin Boards and Distribution Areas:

The Berkeley Public Library recognizes its role as a source of community information. Because of space limitations, the Library must set limits and priorities for display or distribution of printed materials within the Library facilities. Community information bulletin boards may be used only for posting the following types of information:

- Announcements of forthcoming or continuing civic, cultural, educational, or recreational activities.
- Printed material sponsored by a nonprofit organization or agency.

1. Bulletin Boards

All notices and posters must be approved and placed on the bulletin board by a Library staff member. Staff may discard items not approved for placement and excess copies of any items received. Because space is limited, it may not be possible to display or distribute all submitted community information and materials even when they comply with this policy.

Items will be posted or made available subject to available space, regardless of the viewpoint of the individuals or groups represented or expressed in the items to be posted. Items may be refused based on size and available space. The available space for posting is limited to the designated community bulletin boards.

The Library does not assume any responsibility or liability for items submitted for display on the bulletin board. The organization/individual assumes responsibility for any damage incurred.

Items will be removed from the bulletin boards by Library staff as they become dated or after thirty days, whichever occurs first. Items on bulletin boards reserved for use by the Library will be displayed as long as appropriate.

The following are not permitted: (a) items that advertise, sell, solicit or promote commercial products or services; (b) political campaign literature other than official election information (such as the Alameda County or California State voter guides); (c) personal notices or communications; (d) libelous or obscene items as defined by the U.S. Supreme Court, or those that advocate the violation of criminal laws; (e) postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e., race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state or local law) or which advocates in any way for such discrimination.

Posting of an item does not imply endorsement by the Berkeley Public Library or the City of Berkeley of the viewpoints expressed in it.

2. Areas for Distribution of Printed Materials

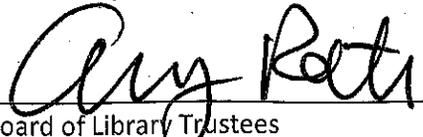
In addition to bulletin boards, the Library may provide designated space for the distribution of various free, unsolicited printed materials in accordance with the guidelines set forth in this policy. The Library reserves the right to decide the conditions of display, housing, and access to these materials. The Library is not responsible for maintaining the supply of these materials and reserves the right to dispose of any unsolicited free printed material.

Nonprofit organizations may provide dated materials related to their not-for-profit purpose for passive distribution only in areas designated for that purpose. Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

Because it is not consistent with passive distribution, materials asking Library visitors to sign a petition or letter are not permitted.

3. Appeals

a. In the event the Library decides not to display or distribute a submitted notice or other printed material, appeals may be submitted to the Deputy Director of Library Services or the Director of Library Services in writing. The decision of the Director of Library Services or Deputy Director Library Services is final.

Reviewed by:		7/11/22
	Director of Library Services	Date
Approved by:		7/7/02
	Chair, Board of Library Trustees	Date