



## POSTING POLICY

### PURPOSE

As a service to the community, information bulletin boards and/or kiosks may be available in designated areas of the library for posting library information, government information, public events, and public service information of non-profit organizations. This policy refers to the posting of informational fliers or posters; exhibits are covered by the Library's *Exhibits Policy*.

### POLICY

Items will be posted based on space available under the following priorities:

1. Library announcements and events
2. Municipality of Anchorage announcements and events
3. Events or programs co-sponsored with the Library
4. Events or programs sponsored by non-profit organizations
5. Educational opportunities from public and non-profit agencies

Permission to post an item is at the discretion of the Library Director, his/her designee, or Library Branch Manager.

The posting organization assumes full responsibility for content. All postings must follow Municipal advertising standards\*. Display items must be of reasonable size in relation to the space available. In general, items should not be greater than 11" X 17" in size. The library will post only one notice per location. The posting organization is responsible to provide the appropriate number of posters; the Library will not make reproductions. The posting of any notice by outside organizations does not imply endorsement or sponsorship by the Anchorage Public Library or the Municipality of Anchorage.

Postings will be removed after the announced date for dated events. Non-dated postings may be removed after fifteen (15) days and will be posted no longer than sixty (60) days. Postings may be removed without notification at the discretion of the Library Director, his/her designee, or the Library Branch Manager. Postings will not be returned to the organization.

The following items will not be posted:

- Personal notices of items for sale, rent, or free distribution
- Promotion of political candidates, political parties, or an advocacy position on any issue on a public election ballot
- Commercial announcements or advertisements by for-profit organizations
- Legal notices

\* = <https://www.muni.org/Departments/transit/PeopleMover/Documents/%212022%20Documents/03152022%20PTD%20Advertising%20Policy%20SIGNED.pdf>

**Recommended for approval: Judy Eledge 10/20/2021**

**Approved by: Library Advisory Board, 10/20/2021**