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Subject:		Bulletin Board Policy and Community Information Policy				
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### Policy Statement

The mission of Salt Lake County Library Services is to make information available to all segments of the community. To support this mission, Salt Lake County Library Services intends to create a limited public forum by providing bulletin boards and other distribution space to organizations engaged in civic, educational, cultural, or charitable activities. Due to limitation of such space, Salt Lake County Library Services has adopted the following viewpoint neutral time, place, and manner limitations for use of the bulletin boards and distribution space.

As a responsible organization offering accessible services, learning and exploration, the County Library endorses the [Library Bill of Rights of the American Library Association](#). The County Library also accepts the Association's [Interpretation of the Library Bill of Rights for Exhibit Spaces and Bulletin Boards](#). These documents were developed to assert clearly the commitment of libraries to the rights of freedom of speech and expression under the United States Constitution. Pursuant to these documents, Salt Lake County Library Services will apply this policy in a viewpoint neutral manner.

The Salt Lake County Library Services does not assume any responsibility or liability for items submitted for display under this policy. Salt Lake County Library Services does not necessarily advocate or endorse the viewpoints of the materials displayed under this policy.

### Regulations

#### 1.0 Availability

##### 1.1 Bulletin Boards

1.1.1 Available space varies by location.

1.1.2 Where possible, separate bulletin boards will be used for library notices and public notices. When only one bulletin board is available and must be shared for Library and public notices, the following priority shall apply:

- a. Salt Lake County Library information;
- b. local, state, or federal government publications and information;
- c. private non-profit organizations' publications and information.

## **1.2 Areas for Distribution of Community Information**

1.2.1 "Periodical" as used in this section 1.2.3 means anything publicly circulated in print which is issued at regular intervals, usually monthly or weekly, and intended to be informational, such as newspapers or magazines.

1.2.2 Available space varies by location.

1.2.3 Library information will be given priority for available space. After that, the following priority shall apply:

- a. local, state, or federal government publications and information;
- b. periodicals;
- c. private non-profit organizations' publications and information.

## **2.0 Eligibility**

2.1 No denial of authorization may be based on the viewpoint of the organizations represented or expressed in the item to be posted or otherwise made available.

2.2 Notices and materials may not be posted without permission. Salt Lake County Library Services reserves the right to reposition posted or placed materials for aesthetic purposes without regard for the viewpoints of the materials.

2.3. Public notices and community information acceptable for posting include information regarding civic, cultural, charitable, educational opportunities in the area, and notices from governmental agencies, and similar types of notices.

2.4 Public notices not acceptable for posting include commercial speech such as items for sale including estate and trustee sales, business cards, work wanted, business advertising, lost and found and similar types of notices.

2.5 Signs and literature which endorse specific candidates or positions of candidates running for office shall not be posted in the library or on library grounds ([UCA 20A-3-501](#)).

2.6 Materials posted under this policy may not exceed a maximum size of 11x17.

2.7 Library managers are responsible for approving or disapproving items to be posted.

2.7.1 Staff will monitor items and remove items on a regular basis.

2.7.2 No notice of removal will be given to the person(s) posting the item(s) and the item(s) will not be returned.

## **3.0 Complaints**

3.1 Complaints about the content of items go to the library manager.

## **4.0 Appeal Process**

- 4.1 A staff decision denying an item being posted may be appealed to the Library Director and is subject to review by the Library Board of Directors.

Approved by the Salt Lake County Library Board of Directors, March 22, 2010. Revised and reapproved by the Salt Lake County Library Board of Directors, August 24, 2015.

Paul Benner, Board Chair

## **Addendum 1**

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## **Addendum 2**

### **EXHIBIT SPACES AND BULLETIN BOARDS** *An Interpretation of the LIBRARY BILL OF RIGHTS*

Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the *Library Bill of Rights*: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose work is represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it.

Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries that make bulletin boards available to public groups for posting notices of public

interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004, by the ALA Council.  
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