

## Kellogg Free Library

5681 Telephone Rd.  
Cincinnati, NY 13040  
607-863-4300

**Policy Category:** Public Space

**Policy Title:** Community Bulletin Board

**Need for Policy:** As a center for community information, the Kellogg Free Library supports the free flow of information and the exchange of ideas. To that end, we provide community information options within the Library. Posting of notices does not reflect endorsement by the Library.

### Policy

Notices may be posted according to the following guidelines:

- The Library reserves the right to remove any material deemed unsuitable, inappropriate, or not complying with these guidelines without prior notice.
- All notices must be preapproved by a library staff member.
- Only one copy of a notice is permitted on the bulletin boards.
- Use only push pins which are available at the circulation desk.
- Maximum size of bulletin board notice is 8.5" x 11".
- Materials must clearly show date of posting.
- Maximum time for posting is 30 days. Notices of events will be removed after those events have occurred.
- Notices should not obscure other notices.
- All notices must be placed within the edges of the bulletin board.
- Only KFL staff will remove postings.
- The Library is not responsible for the preservation or protection of materials posted.

The bulletin board in the vestibule of the library is for individuals and community groups to announce events and services that are of general and current interest. Questions regarding this space should be directed to [director@kelloggfreelibrary.org](mailto:director@kelloggfreelibrary.org)

*Approved: 2/4/2025 by Kellogg Free Library Board of Trustees*