

The William F. Laman Public Library maintains bulletin boards and designated areas for the passive distribution of information.

A. Bulletin Boards and Distribution Areas That Are Reserved for Use by The William F. Laman Public Library

Some bulletin boards, literature racks, countertops, and tables are reserved for the exclusive use by the Library to post and distribute materials

1. About Library services, programs, and events;
2. From other governmental entities such as the City of North Little Rock, Pulaski County, and the state and federal governments.

B. Other Bulletin Boards and Distribution Areas

A limited number of bulletin board and distribution areas are available within the Library system for the posting and passive distribution of materials from other entities. All requests to post information on library bulletin boards must be submitted to and approved by the library director or designee. In each facility, the branch or department manager (or designee) must authorize all posting and distribution before it occurs. Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

Because the amount of such bulletin board and distribution area space is limited, and in order to provide Library visitors with the opportunity to review materials from non-profit organizations that they might not otherwise have the opportunity to review, the following rules apply:

1. Bulletin boards and event announcements:
Bulletin board space is provided for announcements of dated Central Arkansas events whose principal sponsors are non-profit organizations.
2. Distribution areas:
Non-profit 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.

C. General Prohibitions

The following items may not be posted on bulletin boards or left in material distribution areas:

1. Materials that support or oppose any current or pending ballot measure or political candidate. The Library is not intended to be a forum for the support or opposition of political candidates, ballot measures, political activities, or advocates a political position. Material that is sponsored by religious or political groups. Material that is commercial in nature.
2. Because it is not consistent with passive distribution, materials asking Library visitors to sign a petition or letter are not permitted.

D. Terms for Use

All materials posted or distributed must comply with this policy and any other applicable Library regulations or guidelines. No other materials may be posted or distributed. All posting and placement of materials in distribution areas shall be done by personnel from The Library. Individuals requesting posting or distribution shall not themselves post or leave materials in distribution areas.

Materials left for posting or distribution without authorization from the Library will be discarded.

Materials advertising events more than 30 days in advance will not be accepted.

The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

The Library Director is responsible for the administration of this policy on a system-wide basis. Branch managers are responsible for the administration of this policy within their facilities.