

Culpeper County Library Bulletin Boards and Displays Policy

The library will post announcements and permit the distribution of brochures for activities in the community of an educational, artistic, or cultural interest in a manner consistent with the following provisions:

- Library programs and exhibits will have priority for available display space.
- All posters, exhibits, displays, and handouts in the library must have prior approval from the library (drop off at front desk).
- All posters, exhibits, displays, and handouts that outside groups or individuals wish to put in the library must fall within the general guidelines: the subject matter must be of community interest; the event, display, or handout must be of a civic, cultural, educational, or recreational nature; the group sponsoring the event, display or handout must be a non-profit.
- Due to limitations of space and the primary intended use of that space for library purposes, the library reserves the right to limit the number of displays, posters, exhibits, or handouts at any one time. Posters that are 8 ½ x 11 or smaller are preferred.
- Posters or information may also be displayed on the library digital display boards:
 - Format must be in JPG, PNG or PDF file format. Please submit to circulation@cclva.org.
 - Preference to 1920x1080 image size for best display of the image.
 - Must follow the same rules as paper posters and signs listed throughout this policy.
- Materials will be displayed or available as handouts for a limited time depending on space and quantity provided. The library will not make additional copies of handouts when the amount provided has been depleted. The library reserves the right to discard materials that are no longer timely.
- No organization or individual shall be permitted to place in the library any box, receptacle, or canister that solicits donations except with the permission of the Library Director.
- Individuals representing themselves or a group may not distribute advertising literature, circulate or post petitions, or solicit funds either in the library building or on library grounds except as permitted by the Library Director or Library Board.
- The presence of postings, displays and collections does not constitute an endorsement of its content or purpose by the library.
- Library postings and announcements, and other public service announcements will have absolute priority over any announcements submitted by other organizations.
- Distributing leaflets or posting notices not authorized by library administration is prohibited anywhere in the library or on library property.

- Questions, concerns or suggestions about any displays or postings in the library should be brought to the attention of the Library Director.

Approved October 2, 2024