

# ST. CHARLES PUBLIC LIBRARY COMMUNITY BULLETIN BOARD

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The St. Charles Public Library welcomes local community groups or organizations to submit materials for posting. Materials for consideration must be from not-for-profit educational, cultural, intellectual, or charitable organizations. Library sponsored use of display areas has priority over all other uses.

## **Posting Guidelines:**

- All items must be reviewed and posted by Library staff. Notices posted or left on tables without authorization will be removed and recycled.
- Due to the limited display space, the Library reserves the right to restrict the size, number, and location of display materials. Some approved items may not be posted due to space limitations. Priority in posting will be given to announcements by local and neighboring organizations.
- St. Charles Public Library does not assume responsibility for materials damaged or stolen. Materials submitted for posting will not be returned.
- Materials must be visually appealing and clearly written.
- Posting of materials does not imply Library endorsement or consent; nor will the Library accept responsibility for the accuracy of the statements made in such materials.