UNION LIBRARY
OF HATBOROUGH
FOUNDED 1755

Community Bulletin Board Posting

Union Library Company of Harborough Policy and Procedure
Policy Number: P-110
Effective Date: April 16, 2025
Review Date: April 15, 2025

Scope

This policy defines the process and approvals required for posting materials on the public bulletin board located within the Union Library Company of Hatborough (ULCH) Circulation Room.

Purpose

The bulletin board provides space for posting information about ULCH programs and activities. It may also be used to display community information, including services and nonprofit announcements that are educational or cultural in nature.

Policy

All postings must be approved and posted by the Library Director.

ULCH does not advocate or endorse the viewpoints of organizations permitted to post or distribute materials. ULCH is not responsible for the accuracy of information shared by non-ULCH entities.

Procedure

All materials submitted for posting must meet the following requirements:

- Include the name, address, and telephone number of the sponsoring agency or an authorized representative.
- Include the date of the event or a notation indicating when the posting was submitted.

Reviewed by ULCH Policies & Procedures Committee: 04/11/2025
Revisions adopted by ULCH Chater Board: 04/15/2025

- Not exceed 8.5" x 11" in size. Dimensions may be further restricted to maximize available space.
- Not violate any Pennsylvania or federal laws related to hate speech, hate crimes, or harassment.
- Comply with the **American Library Association (ALA) Library Bill of Rights**.

Notices may not be posted more than thirty days prior to the event and must be removed once they are no longer timely or relevant.

Reviewed by ULCH Policies & Procedures Committee: 04/11/2025
Revisions adopted by ULCH Chater Board: 04/15/2025