

HENDRICK HUDSON FREE LIBRARY  
BULLETIN BOARD USE POLICY  
PROPERTY SIGN POSTING POLICY

1. The Library bulletin board is to be used for the posting of notices of:
  - a) Library business or activities and
  - b) public service items deemed by the Library to be of educational or cultural interest to the community.
2. Only authorized Library personnel may post or remove notices on the Library bulletin board. Any notice to be considered for posting must be submitted to the Director or the Director's designee for approval. Notices posted without authorization will be removed without notice.
3. The bulletin board is not to be used for advertising commercial notices, or notices advocating political points of view.
4. All notices intended for posting on the Library bulletin board must contain the name, address and telephone number of the sponsoring agency or authorized representative and date of posting.
5. Notice size (physical dimensions) will be restricted to no larger than 11"x17".
6. Notices may be removed after two weeks, when they are no longer timely, when space is required for more current items or when the Director determines it is appropriate to do so.
7. The Library does not advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The Library bears no responsibility for loss or damage to any item accepted for posting.

Failure to comply with these rules may result in denial of future requests to post items.

PROPERTY SIGN POSTING

The Hendrick Hudson Free Library is a non-partisan institution. No person shall be permitted to post or distribute signage, including political campaign signs, literature and brochures on the premises. All such materials found in or on the library property will be discarded.

Adopted by the Library Board of Trustees 10.06.97  
Reviewed 09.18.23  
Revised 09.18.23