

**PUBLIC BULLETIN BOARD POLICY  
ULYSSES PHILOMATHIC LIBRARY**

Bulletin board materials may only be submitted by nonprofit organizations for civic, educational or cultural purposes that reflect the UPL mission. Preference will be given to those individuals or groups that are advertising free events. Limited space generally allows only short-term notices.

The director, or his/her designee, must approve all postings and may prohibit postings which do not meet library standards.

Upon receipt, postings will be dated, initialed and placed a maximum of two weeks prior to the event by library staff. Items will be removed promptly after the event occurs. The library is not responsible for returning materials.

*First approved by Board of Trustees 04/19/05*

*Approved as amended by Board of Trustees 02/21/17*

*Last reviewed by Policy Committee 02/21/17*