

Community Bulletin Board Guidelines



If your organization wishes to display your flyer or poster in the library, follow the guidelines and procedure outlined below:

Display Procedure 1-2-3

- 1. Look over our acceptability guidelines listed below to see if your flyer or poster fits the guidelines.**
- 2. Bring your item(s) to the customer service desk at the library. A staff member will make sure they are delivered to the Community Information team for review and posting.**
- 3. Leave a contact name and number if you want to be contacted about our decision.**

For further assistance call 785-580-4400 and ask for a Community Information Team member.

Acceptability Guidelines

The display of all outside information is subject to approval by Library Administration. Please review the following guidelines to display and distribute information.

Types of Organizations that may submit flyers and posters:

- Organizations must be non-profit, must be in alignment with the library's core values, and should have goals that move forward our work in the community. Materials from government agencies, educational, and artistic institutions are also accepted. We will only accept materials from a representative of a non-profit organization, agency, or institution.
- The library is unable to display information from individuals regarding anything of a personal nature. Examples of this include but are not limited to: lost & found animals, missing persons, business cards and personal services of any kind.

Types of Materials that are accepted

- Flyers/Posters: We prefer 11 x 17 or smaller posters, as we have a very limited display space. We accept posters for community events that are of local interest (Topeka and Shawnee County-based events only); they must have the date of the event and the name of the sponsoring organization. Posters will be rotated on our bulletin board according to the date of the event. Posters must have readable text.
- Materials that are clearly an attempt to proselytize the audience to a religious or political viewpoint will not be accepted.
- Materials must meet the Library's established policies regarding distributed materials and obscene materials.
- We will accept flyers and posters that are about specific community events that your organization is sponsoring, however we do not accept items such as church bulletins or club newsletters.
- All materials must contain the name and contact information of your organization.