**Public Use Bulletin Boards:**

The Gowanda Free Library provides space for individuals who wish to post information in the form of a flyer on a public bulletin board. This board is located in the front vestibule of the library.

If an individual or organization wishes to display their flyers on Gowanda Free Library’s public bulletin board, they will be subject to the following restrictions and guidelines:

• All flyers must be submitted to Library Director or staff

• Flyers are accepted and placed on the bulletin board on a first-come first-serve basis

• Multiple copies of a flyer are prohibited, this includes business cards

• No flyers will be accepted by Library staff via email for Library staff to print

• Flyers will be left on the bulletin board for a maximum of 21 days

• Library staff reserve the right to remove a flyer earlier than 21 days based on space constraints

• Once an event or promotion is over, the flyer will be removed from the board

• No flyers will be returned

• The Library is not liable for the destruction of or early removal of a flyer by a member of the public

• Any flyers posted without authorization will be removed

• Size of poster shall not exceed 11x16

To appeal the Library Director’s decision, submit a written request for the next Board of Trustees next open meeting.

By allowing space for flyers on a public bulletin board, the Library does not endorse the views, events, or ideas of such flyers or the organizations that post them.