Bulletin Board Posting Policy

The Benbrook Public Library provides two 3’ x 4’ lighted bulletin boards to post information for the public. The bulletin boards are located outside, by the main entrance, near the book & media night drop boxes. One bulletin board is designated for library related information and the other is designated for community information.

Library Information

Only information created by or compiled by the library staff for promoting library activities, displaying library notices, declaring library policies, and library-related information published by reputable sources shall be eligible for posting.

The Library Director and/or designated individual approves all materials. All materials will be date stamped, showing the expiration date, and include the initials of the approving individual. Materials will be removed according to their expiration date. Permanent notices may be posted and will clearly be marked as a permanent notice. For the purpose of this policy, permanent shall mean “for the foreseeable future” and with the understanding that all policies and notices are subject to change.

Library administration reserves the right to remove materials at its discretion.

Community Information

Information pertaining to community events and activities and general public notices are eligible for posting.

The Library Director and/or designated individual approves all materials. All materials will be date stamped, showing the expiration date, and include the initials of the approving individual. Materials will be removed according to their expiration date.

Due to limited space, materials will be prioritized by organization in the following order:

- Federal, state, & local government official notices
- Local public service organizations (Chamber of Commerce, Benbrook Senior Center, etc.)
- Local civic organizations (Lion’s club, etc.)
- Local Community Organizations (HOA’s, etc.)
- Local individuals

For the purposes of this policy, local shall mean Benbrook (city limits). As space permits, material from neighboring communities may be approved. No commercial material, solicitations, personal notices, and similar materials may be posted. No profanity, obscenity, inflammatory or overtly offensive material is permissible. Due to space limitations, materials larger than 8 ½” x 11” are discouraged (the library may copy the oversized notice to fit on “letter” sized paper). All notices should be prepared professionally or tastefully by individual using a word-processor.

Library administration reserves the right to remove materials at its discretion.

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