

RULES FOR POSTING ON THE E-BULLETIN BOARD

Approved January 17, 2004; rev. 3-8-2016

1. Items may be submitted at the Reception Desk. Items will be evaluated by library staff, taking into consideration these rules as well as any time/space constraints, as described in paragraph 10, below. Please allow up to one week for evaluation before posting.
2. Once an item has been evaluated, it will either be posted to the eBulletin-Board or destroyed.
3. All items must be submitted as "ready to go," in a format that is digital or can be scanned and easily incorporated into the eBulletin-Board presentation. No design work will be performed by the library staff. Landscape orientation work best.
4. No personal items will be accepted. Personal items are described as, but are not limited to, the following examples. Garage Sales, personal items for sale, and/or employment opportunities.
5. No commercial or "for profit" items will be accepted. This includes listing of any activity for which currency is accepted. Commercial businesses are defined as any business that sells or provides a service and accepts currency for the product or service rendered. "For Profit" applies to a person or organization that receives currency for services or products.
6. Items promoting religious services, functions or activities will not be accepted.
7. Political or campaign items will not be accepted. This includes items supporting a particular candidate or political party. Announcements regarding open candidate forums will be accepted. An open candidate forum is identified as a non partisan public meeting which involves statements from more than one candidate and/or question-and-answer sessions.
8. In most cases, a general statement may be submitted as long as it meets the following standards:
 - a. Identify the organization and whom they support.
 - b. State the location of the activity.
 - c. State where to obtain more information.
 - d. Identify a point of contact by name, location and phone number.
9. All items submitted must have an expiration date. The expiration date will determine when the item will be removed from the eBulletin-Board. No item will be left on the eBulletin-Board longer than 90 days, without approval from the Library Director.
10. Due to time/space constraints, some items may not be posted. In such situations preference will be given to events which take place in San Juan County, and support educational, artistic or cultural enrichment. Library staff will determine the time and space available when considering an item for the eBulletin-Board.