

**HENDRICK HUDSON FREE LIBRARY**  
**BULLETIN BOARD USE POLICY**  
**PROPERTY SIGN POSTING POLICY**

1. The Library bulletin board is to be used for the posting of notices of:
  - a) Library business or activities and
  - b) public service items of educational or cultural interest to the community
2. Only authorized Library personnel may post or remove notices on the Library bulletin board. Any questionable notice to be considered for posting must be submitted to the Director for approval. Notices posted without authorization will be removed.
3. The bulletin board is not to be used for advertising or for commercial notices.
4. All notices intended for posting on the Library bulletin board must contain the name, address and telephone number of sponsoring agency or authorized representative.
5. Notice size (physical dimensions) will be restricted to no larger than 11"x17".
6. Notices may be removed after two weeks, when they are no longer timely or when space is required for more current items.
7. The Library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The Library accepts no responsibility for loss or damage to any item accepted for posting.

Failure to comply with these rules may result in denial of future posting privileges.

**PROPERTY SIGN POSTING**

The Hendrick Hudson Free Library is a non-partisan institution. Signage, including political campaign signs, literature and brochures found inside and outside the premises, will be discarded. No person shall be permitted to distribute such materials on Library property.

Adopted by the Library Board of Trustees 10.06.97  
Revised 06.2012/10.26.15  
Reviewed 12.10.12