

**ADRIAN DISTRICT LIBRARY**  
**Adrian, Michigan**

**Community Bulletin Board Policy**

The Adrian District Library provides a community bulletin board as a limited public forum for only postings of a civic, educational, cultural, or recreational nature to promote the exchange of information and ideas. The bulletin board may also be used for Library purposes. This policy does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, the bulletin board may be used for postings by the public pursuant to this Policy.

**I. General Requirements:**

- A. Bulletin board space is available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- B. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed on the bulletin board.
- C. Bulletin board space shall be used for displays of an educational, cultural, intellectual, charitable, or recreational nature. Commercial postings, including the advertising of any items for sale is prohibited.
- D. Bulletin board postings are limited to the bulletin board in the back hallway of the library.
- E. Postings must be dated when posted and will only be displayed for two weeks.
- F. Each posting must contain the following statement: "The Adrian District Library does not advocate or endorse the content of this posting."

**II. Application and Appeal:**

- A. A person or organization ("Exhibitor") that desires to make a posting to the bulletin board must submit an application to the Library Director using the application form designated by the Library.
- B. Applications for bulletin board postings will be approved on a first-come, first-serve basis as space becomes available.
- C. The Library Director or his/her designee has the right to review the postings in advance. The following types of postings and postings containing the below are prohibited:

1. Posts containing sexually explicit, obscene, and/or pornographic text or images.
  2. Posts containing material which would violate any Library policy.
  3. Postings that promote or advocate for illegal activity.
- D. Any person or organization aggrieved by the Director or designee's decision may appeal a posting decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director.

Adopted by the Adrian District Library Board of Trustees on 6-15-2021.



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[www.adrian.lib.mi.us](http://www.adrian.lib.mi.us)

### Community Bulletin Board Application

Name/Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (other)

Address \_\_\_\_\_

Email \_\_\_\_\_

Date Submitted \_\_\_\_\_

By signing below I warrant and represent that the posting proposed is not in violation of any law, statute, or regulation and does not infringe upon the intellectual property rights of any other person or entity.

Further, in consideration for the Adrian District Library allowing the displaying party to utilize the bulletin board to display the posting, the displaying party agrees to indemnify and hold harmless Adrian District Library, and its board members, agents, employees, and insurers for any and all damages, liabilities, claims, and causes of action, including reasonable attorney fees, arising out of the negligence or other wrongful acts or omissions by the displaying party or the displaying party's agents or employees in posting the attached. The displaying party further agrees to release the Adrian District Library and its board members, agents, employees, and insurers from any and all damages, liabilities for any loss, damage, or reduction in value to the display/exhibit materials. The displaying party hereby waives any cause of action against the Adrian District Library or its board members, agents, employees, and insurers for the loss or damage of its display exhibit/material.

**Please attach a copy of the posting to this application.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

For internal use:

Date posted \_\_\_\_\_ Date removed \_\_\_\_\_