

Carroll County Public Library

Policy for Community Postings

Carroll County Public Library (CCPL) provides opportunities for public posting as part of our mission to inspire, educate, and empower our community by offering opportunities for exploration, lifelong education, community engagement, and access to technology. The library provides opportunities for the distribution of community information through both branch designated areas and online virtual spaces, including library web pages and social media pages, as an extension of its information service. Community postings in both physical and virtual spaces will follow these priorities, as space permits:

Priority 1: Government agency information

We will post information from the following sources, regardless of content.

- Information from federal, state, county, or city governments.
- Information from agencies which receive a majority of their funding from government sources.
- Such information can include position vacancy announcements from government offices; announcements of health screening services offered by the Health Department; and informational meetings.

Priority 2: Educational opportunities

We will post information regarding classes and other educational events. The classes must be offered in a group setting and open to the public, except for tutoring sessions.

Organizations may charge a fee for these classes.

Businesses **cannot** include advertisements about their services.

Information regarding special events sponsored by private or religious schools, such as open houses, is also acceptable.

Priority 3: Public events

We will post information regarding events which are open to the public, whether the events are free or not.

Such information can include announcements of plays, concerts, or art exhibitions; and announcements of fairs and festivals, ranging from a local church festival to the state fair.

Priority 4: Other

We will post information provided by nonprofit organizations. Such information can include nonprofit membership recruitment, disaster relief efforts sponsored by churches, or announcements of volunteer/support needs, such as volunteer or blood donor recruitment.

Library staff reserve the right to determine into which priority area any given item falls.

Content which will *not* be posted in branch or online includes (but is not limited to):

- Campaign information encouraging the public to vote for a particular candidate or referendum item.
- Announcements of events not open to the general public, such as fraternal club membership meetings.
- Advertisements of businesses, products, and personal services.
- Notices of job openings from organizations **other than** government.
- Notices from anonymous groups or individuals.
- The following types of comments to library virtual spaces, such as library social media pages (Note that serial abusers may be banned from future online postings):
 - Spam or links to other sites

- Items not related to the library and its mission
- Material that advocates illegal activity
- Postings that include personal attacks or offensive and/or inflammatory language
- Infringements on copyrights or trademarks
- Confidential or private information

Carroll County Public Library has sole discretion in selecting content for any Carroll County Public Library publication, web site, or social media page including the ability to add, edit, or remove links, images, audio, video, documents, and text.

In making decisions about priorities:

- The library cannot post all information the library receives.
- Branches will give priority to events or organizations based within Carroll County, and within the branch service area.
- Items on bulletin boards and in community pick up areas will be regularly weeded for timeliness and condition.
- All material will be reviewed by Communications, Branch Manager, or designated staff members and if approved posted by library staff. All material must include the name, address, and telephone number of a contact person.
- Distribution of community information is one of many information services the library provides.
 - The library collects and distributes information on many subjects, including day care centers, religious organizations, and political groups, through the online Directory of Community Services (<http://community.carr.org/>). Signs may be posted on branch bulletin boards directing customers to the Information Desk or the Directory of Community Services for such information.
 - Customers are encouraged to check with library staff and use the online Directory of Community Services to find additional community information.

Adopted by the Carroll County Public Library Board of Trustees

October 2006

Revised 6/15/2010

Revised 11/19/2014

Revised 12/14/2016

Revised 5/24/2017