



Public Communication Policy: Bulletin Boards, Displays, and Digital Messaging

Consistent with its mission to foster community connection and lifelong learning, the Brimfield Public Library District has developed a variety of physical and digital spaces for the purpose of sharing information with the community. These spaces are primarily intended for the promotion of Library resources, services, and programs; however, spaces designated for community use are available to individuals, groups, organizations, businesses and other government entities for the purpose of sharing information of interest to the local community.

This policy sets forth regulations for the Library's information sharing spaces to ensure the Library's ability to maintain a safe, respectful, and appropriate environment for all patrons. Use of the Library's community information and display spaces does not constitute or imply Library endorsement of a group, organization, individual, idea, belief, cause, product, service, activity, or event.

Community Bulletin Board

The Library has designated the bulletin board located in the Library's foyer as a Community Bulletin Board where the Library, and individuals, groups, organizations, businesses, and government entities may share public services notices and other information of interest to the community. All other bulletin boards throughout the Library are reserved exclusively for Library use.

The Library believes there is a reasonable need for the dissemination of community information; the Library also believes that such information must be managed as to its time, place, and manner due to the limited resources available, and due to the fact that the Library's constituents include minors. Therefore, the Library designates the Community Bulletin Board as a limited public forum intended to be used narrowly as described below.

Priority for Use

- Brimfield Public Library District
- Village of Brimfield and other local tax-supported entities
- Non-profit organizations located within the library district, Peoria County, and Central Illinois region
- Local non-commercial initiatives, groups, organizations
- Local for-profit businesses, groups, and organizations

Posting Guidelines

- A physical copy of all materials intended for posting must be submitted for approval to a member of the Library staff. Materials should be emailed to marketing@brimfieldlibrary.org or left with the Circulation Desk staff.

- Approval will be granted based upon Library policies and subject to available space.
- Approved items will be dated and posted for a maximum of 30 days, unless otherwise required by law.
- Unapproved, undated, and outdated materials are subject to removal without notice.
- If space is an issue, the Library will first consider priority for posting guidelines listed above and will then consider the most efficient use of the available space.
- If an individual or group would like to appeal the Library's decision regarding rejection or removal of a posting, an appeal may be made, in writing, to the Director whose decision shall be final. Appeals may be emailed to director@brimfieldlibrary.org or left with Circulation Desk staff.

Restrictions

The following types of items will not be displayed:

- Editorials or editorial content, unless contained within a newspaper or magazine distributed free of charge
- Political campaign materials of a partisan nature urging people to vote for or against a person or issue
- Proselytizing for a specific religious sect or affiliation; materials promoting a community event hosted at a place of worship or by a religious organization are permitted
- Content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e. race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state, or local law) or which advocates in any way for such discrimination
- Material that violates Federal, State, or Local laws, including, but not limited to copyright, fraud, privacy, or obscenity laws.

Liability

- The presence of information on the Community Bulletin Board does not constitute or imply Library endorsement of a group, organization, individual, idea, belief, cause, product, service, activity, or event.
- Community members choosing to purchase products, hire service providers, attend events, or otherwise engage in activities posted on the Community Bulletin Board do so at their own risk.
- The Library does not assume responsibility for display materials that are damaged or stolen.

Donation Boxes

Local non-profit and service organizations may place non-cash donation boxes in the Library's foyer upon review and approval from the Director.

- A request to place a donation box must be submitted to the Director in writing. Requests may be sent to director@brimfieldlibrary.org or left with Circulation Desk staff.

- The Library reserves the right to deny approval.
- The Library may remove a donation box at any time without notice.
- The Library does not assume responsibility for damaged or stolen donations or donation boxes.

Display Cases & Exhibits

The Library maintains several display cases throughout the building and, on occasion, provides space for temporary exhibits. Reasonable efforts will be made to display collections that meet the diverse educational, informational, cultural, and recreational needs of the community without giving favor to a particular cause or viewpoint. However, the display cases and exhibit spaces are not public forums, and the Library reserves the right to select, deselect, and manage displayed materials at its sole discretion.

The Local History Display Case is maintained in partnership with the Brimfield Area Historical Society. Interested parties wishing to contribute historical items for display should may contact the Library. For more information about what historical items can be directly donated to the Library see the Local History Collection Policy.

The Library will endeavor to protect materials presented in display cases and exhibits but will not provide insurance on them. If exhibitors feel that they need coverage, they must make their own arrangements. The Library reserves the right to make changes to displays that do not align with the Library's mission, comply with Library policies, or adhere to federal, state or local laws.

Digital Sign

The Library's full-color digital sign facing Knoxville Avenue will be used only for Library-related resources, services, and programs.

Digital Platforms

The primary purpose of the Library's website and social media platforms is to provide the community with information about Library related resources, services, and programs.

- The Library may post or share information created by library-related associations (e.g. ALA, ILA, PLA) and other tax-funded entities, if the Library deems the information to be related to Library business, a matter of public interest or safety, if required to do so as part of a contract, or upon written request and review.
- Unless specified in the law or a contract, the Library reserves the right to determine whether, when, and where to share third-party information.
- The Library will not post or share information on behalf of individuals, organizations, businesses, or other entities unless the information is directly related to Library-sponsored resources, services, or programs.

Approved by the Library Board of Trustees on April 21, 2025