



## **POSTING OF MATERIALS POLICY**

The Highwood Library and Community Center (HLCC) provides bulletin boards and/or other space for posting and distribution of information of community interest. Community interest is understood to include civic, cultural, educational and local government agency information. Providing space for the posting or distribution of materials does not imply HLCC endorsement of the events or information provided.

The HLCC is not intended to be a forum for the support or opposition of political candidates, ballot measures, or political and personal viewpoints. Materials of this nature may not be posted or distributed. Posting of notices of items or services for sale or rent, help wanted ads, and personal communications is not permitted. The Executive Director or designee may approve for distribution a publication that contains ads if the primary purpose of the publication is to present information of community interest and not to serve as a sales tool.

Petitioning, soliciting or distributing literature or leaflets or other types of canvassing and appeals by members of the public are not allowed inside library facilities. Rare exceptions under unusual circumstances may only be made for specific HLCC projects with the express approval of the Executive Director.

All materials for posting or distribution must be submitted for approval to a designated HLCC staff member and must meet the guidelines established in this policy. No other materials may be posted or distributed inside or outside on library buildings, fixtures, or grounds. Any items posted or left at the library without approval will be removed and discarded. Space is made available at the sole discretion of the Executive Director or designee.

Priority for posting and distribution of materials is given to information, notices and publications of the HLCC, the City of Highwood, and co-sponsored affiliate groups such as the Friends of the Highwood Library and Community Center, and other local nonprofits.

**Approved: January 26, 2026**