



## **POSTING POLICY FOR OUTSIDE ORGANIZATIONS**

**Policy #: 4007**

**Effective Date: 12/3/2025**

### **I. POLICY STATEMENT.**

The purpose of this policy is to govern the Library's acceptance of materials for posting, dissemination, and display from Outside Organizations; and to provide clear guidelines to staff and the public on the process for posting materials. In line with its mission to bring information, ideas, and people together to build a stronger community, Sonoma County Library ("Library") provides certain space at Library locations for posting, disseminating, and displaying materials that advance informational, educational, recreational, and cultural values of Sonoma County residents and guests.

Posting, disseminating, or otherwise displaying materials pursuant to this policy in no way signifies the Library's endorsement, certification, recommendation, or guarantee of the materials' content. In adopting this policy, the Library has confirmed that it complies with applicable law and regulations as well as the Library's founding treatises, mission, and policies.

### **II. DEFINITIONS.**

The following definitions shall apply to this Policy, unless the use and context clearly indicates otherwise.

- A.** "Director" means the Director to the Sonoma County Public Library, or designee.
- B.** "Library Affiliates" means the Library Commission, Library Advisory Boards, affiliated Friends of the Library, the Library Foundation, and the Members of the Sonoma County Library Joint Powers Authority.
- C.** "Library-Endorsed or Library-Sponsored Materials" means posting Materials that originate from the Library or its Affiliates and which provide information on programs, services, functions, or other opportunities offered by the Library or its Affiliates. Examples include, but are not limited to, information about free programs and services provided by the Library or its Affiliates, employment opportunities with the Library or its Affiliates, public meetings of the Library Commission or Library Affiliates, and fundraisers, sponsored events, or activities cosponsored by the Library or its Affiliates.

- D. "Outside Organizations" means any person, group or entity other than the Library or a Library Affiliate.
- E. "Policy" means this Posting Policy for Outside Organizations approved by the Library Commission, and as may be amended from time to time.
- F. "Posting Materials" means posters, pamphlets, flyers, documents, and other materials intended to be posted, disseminated, or displayed on a Posting Space at a Library location.
- G. "Posting Space" means a bulletin board, slat wall, enclosed case, countertop, or other dedicated space at a Library location for the posting, dissemination, or display of Posting Materials. The location of posting spaces shall be determined by the Library in its sole discretion, and may be modified from time-to-time.

### **III. POLICY.**

#### **A. Scope.**

This policy shall apply to Posting Materials provided by Outside Organizations for posting, dissemination or display in a Posting Space. This policy does not apply to Library-Endorsed or Library-Sponsored Materials. Library-Endorsed or Library-Sponsored Materials shall always be given preference in Posting Space.

#### **B. Policy Standards.**

##### **i) Posting Materials – Submission Requirements**

The posting of materials provided by Outside Organizations shall conform to the following requirements.

1. Posting Materials must further the informational, educational, recreational, or cultural interests of Sonoma County residents and guests. Preference shall be given to items of interest to the local community.
2. The Posting Materials must be submitted by, and pertain to, an Outside Organization.
3. The Posting Materials must conform to the Safe Library Use Policy.
4. The Posting Materials must not contain explicit or implicit reference to any discriminatory, libelous, obscene, inciting, harassing, or defamatory speech, symbols, or other insignia.
5. The Posting Materials must not pertain to any of the following: for-profit or commercial ventures; private events; promotion of a business or product; personal solicitations or individual advertisements (including for sale, missing pet, or help wanted); advertisements for paid classes or courses from for-profit businesses; materials regarding political endorsements or politics of a partisan nature; materials regarding religion of a sectarian nature; or fundraising events.
6. The Posting Materials must consist of a single-page, written document no larger than 11" X 17" in size, in clean, flat, and overall good condition, and must provide information in a clear and concise manner such that an average reader could understand the information being conveyed.

##### **ii) Posting Materials – Submission Procedures**

1. Outside Organizations shall submit Posting Materials in hard copy to staff at each Library location where it wishes to post, disseminate, or otherwise display the Posting Materials along with contact information for the Organization, if not clearly displayed on the submitted Posting Materials.
2. An Outside Organization is permitted to submit Posting Materials to more than one Library location.
3. Only one copy of the Posting Materials may be displayed at each Library location. However multiple copies of Posting Materials may be accepted by a Library location if the Materials relate to civic engagement, free services, transportation services, or other public educational resources and the Materials are intended to be taken by patrons.
4. Posting, display, and dissemination of Posting Materials is subject to the space limitations of Posting Space at the location.
5. Absent a longer posting time required by law, Posting Materials shall be removed at the first to occur of: a) thirty (30) days after posting; b) at such time as the content becomes obsolete or superseded; or c) when space is no longer available, as determined by the Library location.
6. Posting Materials (even if otherwise in conformance with this policy) which are posted without appropriate approval will be removed.
7. All Posting Materials submitted to the Library for consideration and approval for posting are the sole property of the Library. Posting Materials, whether posted or not, will not be returned to the Outside Organization.
8. Library staff are authorized to make all decisions as to the use, display, and final disposition of Posting Materials and Posting Space consistent with this Policy.

**C. Administrative Procedures.**

Posting Materials must be approved by the Branch Manager or designee in conformance with this policy. The Branch Manager, or designee, shall consider Posting Materials submitted pursuant to this policy and either approve or deny the Posting Materials within seven (7) days of receipt. Posting Materials that do not meet the requirements of this policy will be denied.

The Branch Manager, or designee, may deny Posting Materials for any reason outlined in this policy. The Outside Organization may appeal a denial to the Library Director in writing within seven (7) days of the date the Organization became aware of the denial. The Library Director's decision is final.

- D. Library Director Authority.** The Library Director, or designee, is expressly authorized to make minor amendments to this Policy, including, but not limited to, imposing additional policies or procedures that are deemed necessary for the efficient and safe functioning of the Library, so long as in line with the purpose of this Policy.

**IV. APPLICABLE LAW AND REGULATIONS.**

None.

## **V. REVISION HISTORY.**

**Policy #:** 4007

**Effective Date:** 12/3/2025

**Significant Changes:** Update policy format.

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**Effective Date:** 11/2/2022

**Significant Changes:** Policy name change; addition of definitions as they pertain to the policy; revision of submission requirements; addition of acceptance and appeal procedures; removal of specific examples; description of the Library Director's role in administering this policy.