Bogota Public Library: Policy on Community PR

The Bogota Public Library has a bulletin board and a browsing table for informational flyers and event promotion. These spaces give priority to:

- Library events and information
- Friends of the Bogota Library events and information
- Recreation/borough events
- Public service announcements of educational and community interest

Local businesses or organizations may not post notices for any events or services that are for-profit. No solicitations, advertisements, or other commercial notices will be permitted.

Anyone wishing to share a community notice should submit a flyer to the director. Any notices left or posted without authorization will be removed. Duration of notice displays and positions of notices are under the purview of the library director and are subject to change according to the needs of the library.

The library does not necessarily advocate or endorse any viewpoints of organizations permitted to post notices on the library’s bulletin board or browsing table. The library accepts no responsibility for loss or damage to any item accepted for posting.

The distribution of business cards, pamphlets, etc. in the library by outside organizations or businesses are strictly prohibited, unless they supplement a library or Friends of the Bogota Library program.

Adopted by the Bogota Public Library Board of Trustees: September 11, 2023