



Stickney-Forest View
Public Library District

"A Welcoming Place Offering A Sense of Community"

6800 West 43rd Street
Stickney, IL 60402
Phone: 708.749.1050
Fax: 708.748.3828

Community Posting Policy

(Adopted January 2014; revised January 2015; revised July 2017; revised May 2024; revised October 2024)

Stickney-Forest View Public Library District provides a community space for the display and dissemination of materials for community activities and events as well as public service notices of community interest. It is not the purpose of the bulletin board to advertise commercial endeavors unless specifically related to a Library program.

1. The community bulletin boards may be used for posting the following types of information: Postings of forthcoming or continuing educational, social, civic, charitable, cultural, or recreational activities.
2. Flyers, announcements, or schedules by nonprofit organizations, groups, or agencies, or by any federal, state, or local government agency pertaining to services provided by the government to citizens.
3. Materials announcing community services and volunteer opportunities.

Unacceptable postings:

- Business advertisements or materials from a for-profit entity
- Items that advertise or sell items or services (tutoring, babysitting etc.) or for personal or commercial solicitation, fundraising or recruitment.
- Items promoting political parties, candidates or any other issue on an election ballot
- Items that are discriminatory against any individual or group of individual
- Items that violate any local, state or federal law including but not limited to those concerning copyright, fraud, privacy or obscenity.

Posting Guidelines

1. All items must be reviewed and posted by Library staff. Notices posted or left on tables without authorization will be removed and recycled.
2. Items must be of a reasonable size in relation to the space available and will not be accepted if they detract from the effective use of the space. Items must be of professional quality. Signs larger than 11 x 17 will not be posted.
3. Due to limited display space, some approved items may not be able to be posted. Priority in posting will be given to announcements by local and neighboring organizations.
4. Postings without a specific date will be displayed for a reasonable length of time, as determined by the Library, and then removed. Once items are removed, they will be recycled.
5. The Library does not assume responsibility for materials that are damaged or stolen.



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6. Posting of materials does not imply Library endorsement or consent nor will the Library accept responsibility for the accuracy of the statements made in such materials.
7. The sponsoring agency must be identified on the poster, and an address, telephone number, email, or URL given.

Library Sign: The Stickney-Forest View Public Library District has a display sign located outside the Library. Promotion of programs and events on this sign will be limited to:

1. Library-led and Library-supported programs
 2. Programs, events or information from Village entities
 3. Programs, events or information from Community partners
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The Library sign may not be used to promote or advertise, directly or indirectly, a commercial product or service. Messages urging support or opposition to candidates for office in any election or to issues on the election ballot are prohibited. No material which is obscene, defamatory, invades a particular person's privacy or directly or indirectly incites violence may be posted.

Messages will be posted and removed by designated library staff members. The final decision on postings is at the discretion of the Library Director.
