



Community Bulletin Board Policy and Procedures

Community Bulletin Boards

Brochures and flyers about Library events and programs, as well as community events and programs, are displayed on community bulletin boards. These displays are intended for programs that are free to the public or sponsored by nonprofit organizations. Literature on the bulletin boards does not imply endorsement by Pikes Peak Library District.

Bulletin Board Guidelines per PPLD's [Solicitation Policy](#):

- When deciding what to post in each library, PPLD-sponsored activities are always given priority, followed by local activities and events of interest.
- All non-PPLD literature must be approved by PPLD's Community Engagement Coordinator or by the Library Manager or Supervisor prior to being posted on the bulletin board.
- Community postings are subject to approval by PPLD based upon the availability of space, the size of the posting, and the applicability to their local community.
- Postings are never for an indefinite time and may be removed at the discretion of the Library Manager or Supervisor.
- Commercial or personal services, social events, goods, or merchandise will not be advertised. Unauthorized literature will be removed and discarded.

Want to post something on our community bulletin boards?

If you would like to request that PPLD display a flyer (excludes: tabletop stacks of flyers, booklets, pamphlets, or any other printed literature), please drop it off at the library you would like it displayed for approval by the manager or supervisor. To post a bulletin board flyer at multiple PPLD locations, bring them to your nearest Library enclosed in an envelope addressed to the Community Engagement Coordinator at Library 21c for approval and distribution.

To submit a flyer for consideration to all PPLD locations, please provide 16 copies. If you want them posted at specific libraries, please provide a copy for each and a list of which libraries you would like the flyers to be displayed. Please provide flyers at least 20 days before your scheduled event date. For faster service, flyers may be dropped off at Library 21c, attention: Communications.