

	Authorized By:	Salt Lake County Library Board of Directors	
	Subject:	Bulletin Board and Community Information Policy	
	Effective Date	Version #	Revision Date
	March 22, 2010	5	August 24, 2026

Policy Statement

The mission of the Salt Lake County Library (the County Library) is to make information available to all segments of the community. To support this mission, the County Library intends to create a limited public forum by providing bulletin boards and other distribution space to organizations engaged in civic, educational, cultural, or charitable activities. Due to limitation of such space, the County Library has adopted the following viewpoint neutral time, place, and manner limitations for use of the bulletin boards and distribution space.

As a responsible organization offering accessible services, learning and exploration, the County Library endorses the [Library Bill of Rights of the American Library Association](#). The County Library also accepts the Association's [Interpretation of the Library Bill of Rights for Exhibit Spaces and Bulletin Boards](#). These documents were developed to clearly assert the commitment of libraries to the rights of freedom of speech and expression under the United States Constitution. Pursuant to these documents, the County Library will apply this policy in a viewpoint neutral manner.

The County Library does not assume any responsibility or liability for items submitted for display under this policy. The County Library does not necessarily advocate or endorse the viewpoints of the materials displayed under this policy.

Regulations

1.0 Availability

1.1 Bulletin Boards

1.1.1 Available space varies by location.

1.1.2 Where possible, separate bulletin boards will be used for library and public notices. When only one bulletin board is available and must be shared for library and public notices, the following priority shall apply:

- a. County Library information;
- b. local, state, or federal government publications and information;
- c. private non-profit organizations' publications and information.

1.2 Areas for Distribution of Community Information

1.2.1 "Periodical" as used in section 1.2.3 is defined as anything publicly circulated in print, which is issued at regular intervals, usually weekly or monthly, and intended to be informational, such as newspapers or magazines.

1.2.2 Available space varies by location.

1.2.3 Library information is given priority for available space. After that, the following priority shall apply:

- a. local, state, or federal government publications and information;
- b. private non-profit organizations' publications and information;

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c. periodicals.

2.0 Eligibility

2.1 No denial of authorization may be based on the viewpoint of the organizations represented or expressed in the item to be posted or otherwise made available.

2.2 Notices and materials may not be posted without permission. The County Library reserves the right to reposition posted or placed materials for aesthetic purposes without regard for the viewpoints of the materials.

2.3 Acceptable public notices and community information include information regarding civic, cultural, charitable, or educational opportunities in the area, notices from governmental agencies, and similar types of notices.

2.4 Unacceptable public notices include commercial speech such as items for sale including estate and trustee sales, business cards, work wanted, business advertising, lost and found, and similar types of notices.

2.5 Signs and literature which endorse specific candidates or positions of candidates running for office are not to be posted in the library or on library grounds ([UCA 20A-3a-501](#)).

2.6 Materials posted under this policy may not exceed 11x17 inches.

2.7 Library managers are responsible for approving or disapproving items to be posted.

2.7.1 Staff will monitor and remove items on a regular basis.

2.7.2 No notice of removal will be given to the person(s) posting the item(s) and the item(s) will not be returned.

3.0 Reconsideration

3.1 Salt Lake County Library welcomes interest in its materials and services. The County Library is committed to providing materials and services that will interest, inform, and educate all members of the community. In doing so, the Library Board of Directors recognizes that some individuals may take issue with specific materials or services the County Library offers. Library patrons are encouraged to speak to staff about their concerns at the branch level. If the patron would like their concern to be addressed by the Reconsideration Committee, they can complete a "Reconsideration of Materials and Services Request" [form](#). Reconsideration requests are handled by library staff, according to the steps specified in the [Reconsideration of Materials and Services Policy](#).

Authorized by

Approved by the Salt Lake County Library Board of Directors, March 22, 2010.

Revised and reapproved by the Salt Lake County Library Board of Directors on August 24, 2015;

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Revised and affirmed by the Salt Lake County Library Board of Directors, August 24, 2026.