Hazeltine Public Library 891 Busti Sugargrove Road Jamestown, NY 14701

# USAGE OF LIBRARY EQUIPMENT, BULLETIN BOARDS, AND DISPLAYS

Date: 03-19-2024

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#### **BULLETIN BOARDS:**

Bulletin board materials may be submitted for posting. The Director must approve all postings, and may prohibit postings which do not meet library standards. Limited space allows only short term notices. Two months will be the maximum time allowed for a posting, but time may be limited due to other requests. Library staff will place and remove postings.

No postings will be allowed on the exterior of the buildings or on the grounds.

### **DISPLAYS:**

Patron displays are allowed as space permits and should reflect the standards of the community.

Approval and placement shall be at the direction of the Director, with a maximum time of two months.

## **EQUIPMENT:**

The Library has copy machines, printers, and a fax machine for use by patrons, for a fee. Patrons must see a staff member or volunteer for usage.

### See related policies:

• Computer, Internet and Social Media Policy