Posting – Petitions, Fliers, Posters and Similar Materials Policy

The Berwyn Public Library makes in-house physical bulletin boards and online virtual bulletin boards available to provide information about the library, library programs, community events, and programs of a cultural, recreational, educational or human services nature. Space for posters, and fliers announcing community events will be made available to units of government and not-for-profit groups on an equitable basis, regardless of the belief or affiliation of the individual or groups requesting it. Public notices from city entities will also be posted as legally required. Distribution or posting information does not imply endorsement by the Library of the ideas, issues, or events promoted by those materials. Immediate posting is not always possible as all postings must be approved by the Berwyn Public Library. Materials that are posted without adhering to the submission process will be removed and discarded.

When space is limited preference will be given to announcement of events held in Berwyn or that are sponsored by Berwyn organizations. The sponsoring agency must be identified on the poster, and an address, telephone number, email, or URL given.

To protect privacy and maintain an appropriate environment for library users, the Berwyn Public Library prohibits the active circulation and distribution of petitions, fliers, and similar materials in the library building or library grounds except relevant materials may be distributed as part of scheduled programs held in library meeting spaces.

The Library prohibits active solicitations, whether financial or otherwise in the library building or on library grounds. Any solicitation that is outside the library building must adhere to code set by The City of Berwyn Peddlers and Solicitors.

Items that become dated will be removed from the bulletin boards. For example, posters announcing meetings will be removed after the meeting. Other items will be removed after 30 days, unless space is available, and the item is considered to be of general interest.

Unacceptable Materials

The following items will not be posted or distributed:

- Business advertisements
- Personal notices, such as lost and found notices
- Products sold for profit
- Garage or other sale signs
- Services, such as babysitting, for which fees are charged
- Signs soliciting donations
- Campaign literature
- Legal Notices
- Signs larger than 11 x 17
- Private instructional courses
- Postings which contain inappropriate language, content or imagery

Approved by the Berwyn Public Library Board of Trustees
Effective November 10, 2003. Revised March 19, 2013; Revised October 21, 2019; Revised April 19, 2021
The Library accepts a maximum of 25 copies of informational leaflets for distribution to the public in the literature display rack. The maximum size for leaflets is 8 ½ x 11. The Library assumes no responsibility for informing community groups when the supply of materials has been exhausted. Items in the literature display rack must adhere to the guidelines set forth above.