



**Community Bulletin Board Policy**  
**Kent Free Library**

*Approved: December 21, 2006*

*Revised: May 20, 2010*

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**Community Bulletin Board Policy**

The Kent Free Library offers a community bulletin board for non-profit organizations within the Kent Free Library service area. Signs should be submitted for consideration at the Information Desk. Library staff will review, post, and remove all signs.

Please be aware of the following guidelines:

The bulletin board is for non-profit organizations only. Please note that signs of a political nature are not permitted. Priority is given to groups within the Kent Free Library's service area. If space permits, other Portage County groups may request to use the bulletin board.

The library is unable to accept signs for individuals, i.e., garage sale, babysitting, roommate wanted.

Formatting: all signs must be typed or computer generated and be at least 8.5" x 11", but not greater than 2' x 3' in size. No tear off signs or coupons may be used.

Only one sign may be posted for each group event.

Handouts, newsletters, or pamphlets will not be accepted.

Library staff will post, date, and remove approved signs. Signs cannot be returned. Any sign posted without approval will be removed and discarded.

*Approved by the Board of Trustees: December 21, 2006*

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