

IPC/PO Community Bulletin Board & Literature Guidelines



Purpose

The Village of Bald Head Island would like the community bulletin board space in its Island Package Center & Post Office to serve as a resource for local information and community activities and events. This service supports the Village's core value that its goals are only achievable if we have the cooperation of the many PEOPLE who make BHI special, this includes providing outreach opportunities for the Village and its community partners to reach each of the stakeholder groups on the island.

Guidelines

The community bulletin boards and display areas may be used for the following types of information:

- Materials from the Village of Bald Head Island and the US Postal Service.
- Postings of future educational, social, civic, cultural, or recreational activities on Bald Head Island.
- Flyers by Bald Head Island non-profit organizations, groups, or agencies or by any federal, state, or local government agency pertaining to services provided and relevant to Bald Head Island.
- Announcements of Bald Head Island community services and volunteer opportunities.

Items that in the staff's judgment do not meet the above criteria, such as commercial/for profit, personal, lost and found, solicitations, or political notices or petitions, **will not** remain posted or displayed.

Posting & Display Guidelines

1. Items shall be posted on the designated bulletin boards without prior approval. Everything for display outside of the designated bulletin boards must be pre-approved by Village staff. Any questionable posting may be brought to the attention of Village Staff (see contact below) who will make the final determination of appropriateness within the policy.
2. Postings may be on the bulletin board for up to three weeks prior to an event and may be removed immediately after.
3. Postings without a specific date will be removed and recycled on the last weekday of the month.
4. Postings/displayed material must include the name of the organization or group.
5. The Village reserves the right to restrict the size, number, and location of display materials. Some items may be removed due to space restrictions. The Village reserves the right to select notices for events with the widest appeal; priority in posting will be given to Village events and programs.
6. The Village does not assume responsibility for materials that are damaged or stolen.
7. The Village will not preserve, return or disseminate any posted/displayed materials.
8. Posting/displaying of materials does not imply Village endorsement or consent; nor does the Village accept responsibility for the accuracy of the statements made in such materials.
9. Only Village/USPS notices will be placed on walls, windows and doors.
10. The Village may accept copies of periodicals and brochures for display and use (Haven, Salt & Oaks, island maps, etc.).
11. The Village reserves the right to remove any posting/display and to make rules ensuring fair access to the bulletin boards.
12. It is not permitted to petition, solicit, canvas or distribute literature on IPC/PO property.

These guidelines were adapted from policies for public libraries.

For additional information about public outreach on BHI please contact public.information@villagebhi.org or call 910-457-9700 ext. 1025