

“Bulletin Board Policy

Cambridge Memorial Library will provide space, for flyers only, from organizations engaged in educational, cultural, intellectual, recreational, or charitable activities. No commercial notices for profit making organizations or individuals may be displayed. The library staff will determine if the organization fits the approved criteria.

Cambridge Memorial Library follows the Iowa Ethics Campaign Disclosure Board’s formal legal interpretation of the Iowa Administrative code rules on the use of public resources or property for political purposes. ‘Governmental bodies are prohibited from displaying **political** posters, brochures, flyers, or promotional literature of any type.’

Materials displayed or distributed in the Library do not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The Library reserves the right to accept, reject, or request modifications to any materials displayed or exhibited.

Acceptable documents must be a manageable size at the discretion of the library staff. The flyers will be hung on the bulletin board by a staff member. Submissions will not be returned and will be disposed of at the end of the event or after 1 month; whichever comes first.

Display Policy

Brochure Racks

Library-provided display racks hold multi-copy informational handouts and brochures. Preference is given to Cambridge Memorial Library, City of Cambridge, government, and non-profit information.

Exhibits/Mounted Display Cases

Library exhibits are planned public displays that support the Library’s mission and strategic priorities and are presented by the Library or in partnership with a community group, agency, or individual.

The purpose of Library Exhibit space is to:

- Encourage the use of the Library, its resources and programs.
- Foster cultural awareness, diversity, and equitability.
- Foster civil engagement and discourse.
- Facilitate the sharing of local talent, knowledge, and expertise.
- Promote an appreciation, awareness, and knowledge of the history of Cambridge.

Approved: August 11, 2025

