

# **Yavapai College Library Library Bulletin Board Policy and Procedures**

*Revised August 14, 2008*

## **POLICY**

As there is limited space available on the Library's bulletin board, only material related to, or which supports, Yavapai College and/or the curriculum will be posted. Exceptions to this will be made at the discretion of the Circulation Supervisor.

## **PROCEDURES**

1. Patrons who wish to have their material placed on the bulletin board will submit them over to the Circulation Supervisor.
2. If the material is approved it will be stamped and posted on the bulletin board (if space allows).
3. Dated material and material which has not received approval will be removed from the bulletin board.