

***Policy 8.6* BULLETIN BOARDS AND PAMPHLET RACK**

PURPOSE

To provide guidelines for the care of and responsibility for the Fellowship Bulletin Boards and Pamphlet Rack.

BACKGROUND

There are three bulletin boards and a pamphlet rack in the foyer and a small board by the administrative office. The "Fellowship" Board is located by the entrance from the parking lot, the "Concerns" board is by the entrance to the RE Wing and a "Members and Friends" board is by the Circle Boulevard entrance. The pamphlet rack is below this board. No written policy has existed to outline the intended purposes of these boards and rack.

FELLOWSHIP BOARD

1. This board is to be used for information about the staff of the Fellowship, the Board of Trustees, the history of our Fellowship and events concerning the Unitarian-Universalist Association (UUA) and the Pacific Northwest District (PNWD). There is also a place for people to sign up for name tags. Notices of all-Fellowship events may also be posted here (e.g. the Bazaar).
2. The Administrative Assistant is responsible for the maintenance of this board and may remove items he/she considers inappropriate as well as anything which is outdated.

CONCERNS BOARD

1. This board is shared by the Environmental Concerns and Social Concerns Committees. Postings to this board are limited to those selected or approved by these committees.
2. If Fellowship members have items which they would like to see displayed on this board, they must check with a member of one of the two above committees for approval.

MEMBER AND FRIENDS BOARD

1. This Board is used to display information of a timely nature about persons in the Fellowship. These items may be in the form of newspaper articles, photos, letters, etc.
2. Anyone may post items on this board as long as they comply with the intent indicated in paragraph 1, above.

PAMPHLET RACK

1. This rack contains information about Unitarian-Universalism. Most of the publications are purchased from the UUA. This rack is also used to hold copies of the Ministers' sermons, RE brochure, Adult Programs brochure, and other similar publications.
2. The Minister or Administrative Assistant will be consulted if there is any uncertainty as to the propriety of the display of a particular publication.

OFFICE LOBBY BOARD

Approved date: 10-1-89

Supersedes date:

Review Date:

1. This board is intended for information on happenings around Corvallis. It is for events of general interest.
2. Office personnel maintain this board.

TIMELY ITEM REMOVAL

Persons responsible for the maintenance of the Bulletin Boards and Pamphlet Rack will ensure that items are not left on display for excessive periods. This applies to all Boards except the main Fellowship Board which properly contains much of a semi-permanent nature.

Approved by the Board of Trustees on 1 October 1989.

Allen Throop, President