

Leominster Public Library Public Posting Policy

Rationale:

This policy is to inform patrons of the posting guidelines for the Library Bulletin Board, the Community Bulletin Board, the Goods and Services Notebook, and other non-Library pamphlets made available to the public.

Public Posting Policy Statement:

The purpose of the bulletin boards is to allow information to be shared within the community. Services and events of interest to the community will be posted on the bulletin boards located throughout the Library, each having a designated purpose. All postings must be approved by Library staff. Only Library staff members may post items.

Public Posting Policy:

The Library accepts flyers, newspapers, and other handouts of community interest for the Community Bulletin Board. These materials should be referred to the Library Director or designee for distribution and posting. Although it makes space available, the Library neither advocates nor endorses the viewpoints expressed in the materials displayed or passively distributed, nor does it assume responsibility for the accuracy of the information they contain. Inquiries regarding specifics contained in the literature should be directed to the individual or group that generated the literature and not to the Library.

All postings must be approved by Library staff. Only the Library Director or designee may post items. Please submit your posting to a staff member at one of the Library's service Desks. Due to limited space, the Library reserves the right to prioritize the items that are placed in the literature rack based on community interest and timeliness of event. Priority will be given to Library and official government notices.

Undated notices will be posted for one month. Dated materials will be removed and discarded when the event date has passed. Unauthorized items posted on any Library bulletin board will be removed and discarded. The Library reserves the right to remove materials judged to be unsuitable. Library Director or designee has final say on materials placed in the literature rack.

The following are designated areas for public posting and guidelines for the spaces:

Created: 12/5/18

Approved by the Trustees: 12/10/18

Library Bulletin Board

The Library Bulletin Board is the large bulletin board on the 1st floor next to the Circulation Desk. The Library Bulletin Board is reserved for the following types of information:

- Leominster Public Library events
- Free City of Leominster events
- Events and programs from other Libraries or non-profits supporting Libraries
- Official government notices

Community Bulletin Board

The Community Bulletin Board is located in the 1st floor restroom hallway. The Community Bulletin Board may be used for the following types of information:

- Institutions, clubs, or organizations—notices for informational, educational, recreational or cultural events, meetings, or services of interest to area residents. Events must be free and open to the public, or must be clearly advertised as a benefit or donation-based.

Community Bulletin Boards may not be used for the following types of information:

- Events which require a fee, unless a benefit or donation-based.
- Commercial notices, solicitations, business cards, job postings and retail advertising.
- Personal notices of items for sale.
- Personal solicitations for fundraisers (i.e. walkathons, road races, etc.).
- Materials that support or oppose any political candidate or ballot measure.
- Materials that support or oppose a specific religious conviction.

Good & Services Notebook

The Good and Services Notebook may be used for the following types of information:

- Individual enterprises—such as lessons, tutoring, child care and handyman services.
- Home-based or small business advertising
- “For Sale” or “Wanted” items

Materials in Literature Rack

All items must be reviewed and placed in literature rack by Library staff. Items placed in the literature rack without authorization will be removed.