



Bulletin Board Policy

Approved by the Joint Board of Library Trustees 9/9/2021

Purpose:

As a resource for local information and community activities and events, the Hamilton-Wenham Public Library provides bulletin board space for posting of fliers as well as public service notices of educational, cultural or community interest.

Policy:

The community bulletin board may be used for the following types of information:

- Postings of forthcoming educational, social, civic, charitable, cultural or recreational activities.
- Postings by nonprofit organizations, groups or agencies providing services to citizens.
- Posting announcing community services and volunteer opportunities.
- Nonpartisan election information, such as provided by the League of Women Voters.

The town bulletin board may be used for the following types of information:

- Postings by any federal, state or local government agency providing services to citizens.
- Legal notices from the towns of Hamilton and Wenham.
- Election information provided by the Secretary of State or local town clerk's office.

The Friends of the Library bulletin board may be used for posting information related to the Friends of the Library and their programs and events.

Bulletin boards MAY NOT be used for the following types of information:

- Commercial notices, solicitations, business cards, job postings and retail advertising.
- Personal notices of items for sale.
- Personal solicitations for fundraisers (ie. Walkathons, road races, etc.)
- Materials that support or oppose any political candidate or ballot measure.
- Materials that support or oppose a specific religious conviction.
- Petitions will not be posted, distributed, or placed within the Library.

Posting Guidelines:

- All items for posting must be delivered to the main Circulation Desk. All items will be reviewed and posted by library staff. Notices posted without authorization will be removed. The Library Director and Board of Trustees has final say on postings.
- Due to limited space, the Library reserves the right to prioritize the items that are posted based on community interest and timeliness of the event. Postings larger than 8 ½ X 11" may be not accepted.

- Postings without a specific date will be removed after 30 days or as space is needed.
- When space is needed, events and information specifically concerning Hamilton or Wenham will take priority.
- Once notices are removed they are discarded and cannot be saved for future pickup.
- All areas of the Library aside from the community bulletin board are reserved for distribution of Library material only.
- No notices may be displayed or posted on the outside of the Library building.

Postings of materials does not imply Library endorsement or consent, nor will the Library accept responsibility for the accuracy of the statements made in such materials.

The Library reserves the right to remove materials judged to be inconsistent with this policy.