



## **Bulletin Board Policy**

The Ashburnham Stevens Memorial Library provides timely information related to the educational, cultural, social, and recreational interests of its community. Posting information of community interest on Library bulletin boards helps disseminate this information to the community.

The Stevens Memorial Library does not sell material or collect money on behalf of any agency or organization, with the exception of the Friends of the Stevens Memorial Public Library.

The Stevens Memorial Library does not endorse material approved to be displayed or the organizations or individuals providing it.

1. All materials for posting must be presented to a Library staff member by mail, email, or in-person delivery.
2. Material to be posted/distributed on Library Bulletin Boards must be approved by the Library Director or their designee.
3. Material is not accepted for social media posting or posting on the Library website.
4. Material to be posted must be clearly readable and not exceed 11"x 17". 8½" x 11" postings receive priority.
5. Material will be approved based on its informational value to the community, at the discretion of the Library Director or their designee.
6. Approved material will be date-stamped and posted on a space-available basis with priority (in order) given to:
  - a. Official notices of The Town of Ashburnham
  - b. Stevens Memorial Library information, events, and activities
  - c. Ashburnham events and activities
  - d. Regional events and activities
  - e. Commercial or for-profit activities
7. Items may be posted up to one month prior to an event, as space permits.
8. Posted/distributed items may be removed to make space for higher priority items.
9. Expired or superseded material will be removed and recycled upon expiration.

10. Unapproved items will be removed and recycled.

*Approved by Library Board of Trustees, March, 2022.*