



BULLETIN BOARD POLICY & POSTING GUIDELINES

BULLETIN BOARD POLICY

The Woods Memorial Library has three community bulletin boards open to organizations engaged in educational, cultural, intellectual, or charitable activities to share information on upcoming events and services. Current, local/regional and nonprofit notices are given priority. The bulletin board in the Children's Room is for notices relevant to children and families; those on the main level and lower level at each entrance are for all other notices. Library staff shall determine what is appropriate for posting and where it shall be posted.

Community bulletin boards may be used for the following types of information:

- Postings of future educational, social, civic, cultural, or recreational activities
- Postings by nonprofit organizations, groups, agencies, or by any federal, state, or local government agency providing services
- Nonpartisan election information
- Information the library is required to post in accordance with the Town of Barre's bylaws

Community bulletin boards may not be used for the following types of information:

- Materials that support or oppose any political candidate, political party, or ballot measure
- Materials that support or oppose a specific religious conviction
- Commercial notices, solicitations, business cards, job postings, and retail advertising
- Personal notices of items for sale
- Personal solicitations for fundraisers

GENERAL GUIDELINES

- Notices for all bulletin boards must be presented to library staff for approval and posting. Notices that are posted or left in the library without authorization will be removed and discarded.
- Approved notices, posters, and brochures will be posted as space permits and at the staff's discretion.
- Library staff shall remove bulletin board postings and event notices as appropriate and discard notices unless otherwise notified. In general, notices may be removed after two weeks, when they are no longer timely, or when space is required for more current items.
- All posted materials are displayed at the owner's risk.
- Acceptance of materials for display does not imply the library's endorsement of a group or organization, its policies or beliefs.