

SCITUATE TOWN LIBRARY
PUBLIC BULLETIN BOARD AND MATERIALS
DISPLAY POLICY

General Policy Statement

Scituate Town Library provides a limited amount of bulletin board and table space in the library for individuals and groups in the community to display civic, municipal, cultural, educational and recreational information and to announce events and services that are of general and current interest. Only non-profit information will be displayed. The library is a politically neutral environment. Political information cannot be displayed.

Display of materials does not imply library endorsement.

Definitions

Public bulletin board and display areas are those specifically designated for public information sharing. Staff will review and post/remove accepted materials. No public information will be displayed outside of designated areas. All items displayed without approval will be disposed of.

Policy

- All notices, flyers etc. should be left with staff at the circulation desk. Library staff will be allowed to post items after content review process. Items will be date stamped when posted.
- Due to space limitations, priority will be given to Scituate information first.
- Due to limited space, items should be no larger than 8 1/2x11". Larger items may be posted at library discretion on a space-available basis. Brochures should be left in small amounts. Only one display item per event is allowed.
- Items may be displayed for up thirty days, space permitting. Library staff reserves the right to remove items at their discretion. Every effort will be made to display event information for at least two weeks prior, space permitting, but cannot be guaranteed. Ongoing services will be displayed with longer limits, space permitting.
- The library cannot accept responsibility for the preservation or protection of materials posted.
- Once notices are removed they are discarded.
- Canisters or containers soliciting donations or goods are not allowed in the library unless approved by the Library Director. Request forms can be filled out at the circulation desk.

Approved by the Library Board of Trustees on December 11, 2018.