

## **Plainville Public Library Community Bulletin Board Policy & Procedures**

Library staff is responsible for the Community Bulletin Boards. Only authorized library personnel may post notices on them. Materials posted by others without prior approval by Library staff will be removed.

Those wishing to have an announcement posted should submit it to Library staff at the circulation desk or send it by mail or email to the Library. Notices should generally be no larger than 8-1/2" x11", but larger ones will be considered, space permitting. All notices regardless of size must, in the opinion of Library staff, be tidy.

Priority for posting is as follows:

- The Library, including its co-sponsored events
- The Friends of the Plainville Public Library
- The Town of Plainville
- Plainville non-profit community organizations
- Other non-profit individual interests in the Plainville community

The following items MAY NOT be posted or displayed on the Community Bulletin Board:

- Advertisements of personal services or products sold for profit
- Religious tracts
- Petitions (except for library purposes)
- Political campaign literature
- Announcements seeking roommates
- Real estate listings
- Solicitations for monetary donations except to benefit the Library

Among the many things that MAY be posted are the following:

- Public service announcements from government and/or non-profit agencies
- Lost and found notices
- Missing pet announcements
- Advertisements of fundraising events held elsewhere

The posting of items does not indicate that the Library endorses any organization, cause or activity. The Library reserves the right to reject materials deemed inappropriate.

*Approved by the Plainville Public Library Board of Trustees on February 14, 2023*