

BULLETIN BOARDS & MATERIALS DISTRIBUTION POLICY

PURPOSE:

The Georgetown Peabody Library provides a limited amount of bulletin board space in the Library for individuals and groups in the community to display civic, cultural, and educational information and announce events and services that are of general and current interest.

POLICY:

The Library provides three bulletin boards for members of the public, including businesses, organizations, and private individuals, to post items of general interest to others. The bulletin board in the outer front lobby is for local Georgetown events, information, and businesses only. There are two additional bulletin boards to the right of the Circulation Desk. One is designated as a 'Regional' bulletin board for those looking to post events and information happening outside of the Georgetown community. The other is designated as 'Services' bulletin board for those looking to post volunteer services or businesses outside of the Georgetown community.

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

- Postings of forthcoming or continuing educational, social, civic, charitable, cultural, or recreational activities.
- Flyers, brochures, announcements, or schedules by nonprofit organizations, groups, or agencies, or by any federal, state, or local government agency pertaining to services provided by the government to citizens.
- Materials announcing community services and volunteer opportunities.

Items that do not meet the above criteria, such as personal, political notices, or petitions, will not be posted.

The following applies to all public bulletin boards or other areas used for public displays:

- All items must be reviewed and posted by library staff. Notices posted on windows, doors, walls or left on tables without authorization will be removed and recycled.
- Due to limited display space, the Library reserves the right to restrict the size, number, and location of display materials. Some approved items may not be posted due to space restrictions. Priority in posting will be given to announcements by local and neighboring organizations.
- Postings without a specific date will be displayed for a reasonable length of time, as determined by the Library, and then removed. Once items are removed, they are recycled.
- Georgetown Peabody Library does not assume responsibility for materials damaged or stolen.
- Posting 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.