

**Jesse M. Smith Memorial Library**  
**Policy on Posting of Public Notices**  
July 2006

The Library is frequently asked to distribute posters, flyers, brochures and other miscellaneous announcements of community events. As part of its public service and information mission, the Library does post and distribute in limited numbers materials that publicize activities of a civic, cultural, educational, or recreational nature produced by non-commercial groups located in Burrillville, and, as space allows, neighboring communities. Based on the appearance, contents, timeliness, local interest, and general suitability of the announcements, the Director or designee approves the distribution and posting of such items. Posting/distributing materials does not constitute endorsement of the organization, its programs, services, or informational material by Jesse M. Smith Library, which further disclaims any liability in relation to the organization and its practices.

All items for the community bulletin board and brochure/handout displays must be approved by the Library Director or designee. Items for consideration may be left in the Administrative Office or at the Circulation Desk.

Display items should be of reasonable size for the display space available. The appearance and content of the notice must be suitable for the Library's general public service area. The availability of space in the Library may of itself limit the posting of announcements and distribution of materials. Items may be refused because of their size if at the time there is no available space to distribute or post them. In general, items accepted will be no larger than 8 1/2" x 11".

All approved materials must be posted only on the bulletin board designated or in the appropriate distribution area; any materials found elsewhere will be removed. Items will be signed and dated when posted on the community bulletin boards. Unless otherwise agreed, items will be displayed for one month or until the date of the event whichever occurs first. Display materials are considered disposable and library staff may remove and discard as necessary. It is the responsibility of the individual/organization requesting posting to make arrangements for approval and pickup of materials removed from display.

#### General Selection Criteria

Generally, items will be approved if they do not seek to persuade politically or religiously; if they have not been printed primarily for the purpose of soliciting members, requesting donations, or selling merchandise, if the poster, flyer or brochure is professionally and neatly done. All activities and events noted in the materials for distribution and display must be open to all. The Library will display political campaign literature if the material contains information about all candidates. Materials on individual candidates are not distributed or displayed in the Library. The Library will post notices of missing pets.

Generally, materials will not be approved for posting or distribution if they represent or promote an individual or a for-profit group, company, or organization (including for-profit nursery schools and job announcements). Exception: Community newspapers, that is, newspapers, produced by for-profit organizations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the community are accepted for distribution.

In general, the library will not display petitions, opinion polls or surveys from organizations, groups, or individuals other than those associated with the Library.

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