



EAST LONGMEADOW PUBLIC LIBRARY

Community Bulletin Boards and Literature Racks Policy

Purpose: As a resource for local information and community activities and events, the East Longmeadow Public Library provides 2 bulletin boards for postings and 2 racks for passive distribution of non-library materials of general community interest from other organizations.

The library bulletin boards are primarily for notices and postings of library sponsored events and Town of East Longmeadow government notices.

Other local non-profit community groups may submit notices (8.5" x 11" or smaller) to library staff for free events for approval.

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

- Postings of forthcoming educational, social, civic, charitable, cultural or recreational activities.
- Postings by nonprofit organizations, groups, agencies or by any federal, state or local government agency providing services to citizens.
- Postings announcing community services and volunteer opportunities.
- Nonpartisan election information, such as provided by the League of Women Voters or by the Secretary of State.

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

- Commercial notices, solicitations, business cards, job postings, and retail advertising.
- Personal notices of items for sale.
- Personal solicitations for fundraisers (i.e. walkathons, road races, etc.).
- Materials that support or oppose any political candidate or ballot measure.
- Materials that support or oppose a specific religious conviction.

Bulletin Boards Posting Guidelines

All items must be reviewed and posted by library staff. Notices posted without authorization will be removed. The Library Director or designee has final say on postings.

Due to limited space, the library reserves the right to prioritize the items that are posted based on community interest and timeliness of event. Some approved items will not be posted due to space limitations. The library will permit only 1 posting per event on each of the two library bulletin boards. All postings must include a date.

60 Center Square, Suite 2
East Longmeadow, MA 01028
413-525-5400 ext. 1511
www.eastlongmeadowlibrary.org

Postings larger than 11 inches by 8 ½ inches will not be accepted.

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.

Guidelines for Materials in Literature Racks

All items must be reviewed and placed in literature racks by library staff. Items placed in the literature racks without authorization will be removed. Library Director or designee has final say on materials placed in the literature racks.

Due to limited space, the library reserves the right to prioritize the items that are placed in the literature racks based on community interest and timeliness of events. Some approved items will not be included due to space limitations.

Passive distribution of materials in the literature racks does not imply library endorsement or consent; nor will the library accept responsibility for the accuracy of the statements made in such materials.

Approved by the Board of Library Trustees December 19, 2018.