



# **Bulletin Board & Materials Distribution Policy Pembroke Public Library**

## **General Principles and Purpose**

The Pembroke Public Library is a resource for local information and community activities and events. The Library provides, at staff discretion, a limited amount of bulletin board and material distribution areas in the Library for non-profit groups in the community to display civic, cultural, and educational information and announce events that are of general and current interest.

## **Community Bulletin Boards**

All materials displayed on community bulletin boards and made available in the materials distribution areas inside the Library are posted and removed by Library staff. These bulletin boards and distribution areas are reserved for non-commercial notices that are educational, social, civic, cultural, or recreational in nature. Community calendars, information from local non-profits, and government information are examples of appropriate items. Announcements of a commercial nature (babysitting, local art classes, etc.) may be placed in the Community Information Binder.

These types of materials are different from the Library's collection of print and non-print materials and are not selected by Library staff. Display of events or information does not imply Library endorsement.

All notices, flyers, and brochures should be brought to the Circulation Desk for review by appropriate Library staff. Oversized posters may be rejected. One copy, dated, may be submitted for an event to be posted by Library staff, and may be removed after one month. The Library cannot accept responsibility for the preservation or protection of materials posted or distributed. Once notices or flyers are removed, they are discarded.

Due to space limitations, the display of notices, flyers, and brochures are prioritized as follows:

- Library
- Library associated groups
- Town of Pembroke Departments, Boards, and Committees
- Pembroke community non-profit groups
- Local non-profit groups

## **Unauthorized Distribution**

Materials posted on the community bulletin boards or left in material distribution areas without prior approval may be removed and discarded. All areas of the Library aside from the community bulletin boards and dedicated materials distribution areas are reserved for

distribution of Library material only. No notices may be displayed or posted on the outside of the Library building.

Library materials are not to be used as a vehicle for distribution of notices, flyers, solicitations, pamphlets, etc. Insertion of unauthorized items into Library materials is strictly forbidden, and any materials left will be removed and discarded.

For all bulletin boards and materials distribution areas in the Library, materials should be appropriate for all ages. The Library reserves the right to remove materials judged to be unsuitable.

*Approved by the Board of Library Trustees on November 17, 2021. Revised and approved on December 17, 2025.*