



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

## **General Principles & Purpose**

Pembroke Public Library provides, at staff discretion, a limited amount of bulletin board space 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.

These types of materials are different from the library's collection of print and non-print materials and are not selected by library staff. Announcements of a commercial nature (babysitting, local art classes, etc.) may be placed in the Community Information Binder located in the educational alcove. Posting priority is given to government agencies.

*Display of events or information does not imply library endorsement.*

## **Bulletin Boards & Distribution of Flyers**

Materials for all bulletin boards and materials distribution areas inside the library proper are posted and removed by library staff. These bulletin boards and materials distribution areas are reserved for non-commercial notices that are civic or educational in nature.

Community calendars, information from local non-profits, and government information are examples of appropriate items.

All notices, flyers, and brochures should be brought to the Circulation Desk for review by appropriate staff. Due to space limitations, preference will be given to notices about events in Pembroke and 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.

For all bulletin boards and materials distribution areas in the library, materials should be appropriate for all ages.

Voted and approved by the Board of Library Trustees, October 10, 2019.