

## **Public Posting Policy**

As a part of its information mission and as a public service, Whelden Memorial Library provides access to community information by providing space for the free distribution of handouts and the public posting of community flyers, notices, informational brochures, and posters.

### **Permissible Materials**

Non-Library materials acceptable for posting or distribution are limited to those promoting cultural, educational, intellectual, non-commercial, or charitable activities. Campaign materials, materials containing proselytizing speech, and commercial materials such as business advertisements or promotions are not permitted.

Religious and political materials are permissible for special events; materials which have the primary purpose to present a single point of view will not be displayed.

Due to the limited space on its community board, the Library has the right to limit the size of posters to 8.5 x 11 (standard letter size) inches or smaller. Priority will be given to events and organizations located in West Barnstable.

### **Approval, Display, Location, & Duration**

All materials for display or distribution must be submitted for approval by the Director. No more than one notice per event can be submitted. Any material found on the bulletin boards or in the brochure rack that has not been approved shall be removed and discarded.

All material will be dated and handled by library staff only. Dated material will be removed as soon as possible after the event. Undated material will be removed after two weeks or when the space is needed for other materials.

Display space for community postings is limited to the community bulletin board and brochure rack. Access to other display locations may be approved by the Director on an as needed basis for information regarding free West Barnstable community events or information relating to library resources or programs.

### **Rights & Responsibilities**

The library reserves the right to limit or prohibit at any time the posting or distribution of materials that represent a threat to the health and safety of Library users or the orderly use of the Library.

The library cannot be held responsible for returning display materials, and it does not assume responsibility for any material damaged, lost, or stolen.

Approval of a display or distribution of handout materials does not indicate endorsement of any cause or activity.