



EAST BRIDGEWATER PUBLIC LIBRARY

32 Union Street

East Bridgewater, Massachusetts 02333

Tel 508-378-1616 Fax 508-378-1617

Virginia K. Johnson, *Director of Library Services*

Bulletin Board & Information Table Policy

As a resource for Library patrons and East Bridgewater residents to find information about local community activities and events, The East Bridgewater Public Library provides bulletin board space for the posting of flyers and an information table/area for the passive distribution of non-library materials. The posting of materials does not assume endorsement or consent of item content. Nor does East Bridgewater Public Library accept responsibility for the accuracy of the statements made in any materials. Concerns about this policy or the content of a particular notice should be addressed to the Director of Library Services.

Bulletin Boards and Information Tables

These resources shall be used for the following types of information:

- Library notices and events, for which priority will be given.
- Forthcoming educational, social, civic, charitable, cultural, or recreational activities in East Bridgewater or in surrounding communities.
- Information for non-profit organizations, groups, agencies, or Federal, State, or local government agencies providing services to citizens.
- Announcements detailing community service or volunteer opportunities in East Bridgewater or surrounding communities.

Guidelines: All items shall be reviewed by the Director of Library Services of the East Bridgewater Public Library. If approved, items will be stamped with the date of posting, and placed on bulletin boards or in the information area. All items shall be brought in person, sent through library delivery, or mailed to: Community Information, East Bridgewater Public Library, 32 Union Street, East Bridgewater, MA 02333. Items without approval will be removed and recycled. All notices intended to be posted MUST contain the following:

- Name of sponsoring agency
- Address and telephone number, website, or email address of sponsoring agency.

Due to limited space, East Bridgewater Public Library reserves the right to prioritize the items that are posted based on community interest and timeliness of events. Some approved items may not be posted due to space limitations, or removed prior to the event, due to space limitations. All items placed will be removed immediately following the program. Items without specific event dates will be removed 30 days after posting, or sooner, as space is needed. *Please note:* Items larger than 11 inches by 17 inches will not be accepted.

Approved by the Library Board of Trustees – May 2016