



BULLETIN BOARD AND DISTRIBUTION OF MATERIALS POLICY

The Library has bulletin boards available for the promotion of programs. One bulletin board is reserved for non-library sponsored events of interest to Hopkinton residents. Space on the bulletin board is reserved for nonprofits. Hopkinton nonprofits will receive priority. Nonprofits from nearby communities will also be considered for posting. Items of a commercial or personal nature are not allowed.

All posters or fliers must be no larger than 8.5" x 11."

Those wishing to display their organization's flier must give it to Library staff for posting. Fliers that the staff member questions for compliance with this policy will be given to the Director to make a decision. Items posted without approval will be removed and discarded.

Fliers will be posted for no more than one month. Library staff will remove items that have expired. All postings will be discarded once they are taken down. The Library cannot hold and return postings.

The Library has a table outside of the Strong Room where free items may be distributed. Allowed items include:

- Fliers
- Brochures
- Leaflets
- Newspapers
- Newsletters
- Pamphlets

Items may provide information about Hopkinton nonprofit, civic, educational, cultural or recreational events. Items regarding a commercial or personal nature are not allowed.

A binder of local tutors and classes is kept by the Library staff and can be viewed on the table outside of the Strong Room. Tutors or teachers wishing to be included in this binder must provide a copy of their 8.5" x 11" advertisement to library staff for approval and inclusion in the binder.

Items must be shown to Library staff for approval before being put out.

All items displayed or left out for pick-up must be appropriate for viewing by all ages.

Distribution or posting of materials does not indicate the endorsement of any event or organization on behalf of the Library, the Town, or the Board of Library Trustees.

Approved by the Board of Library Trustees on May 15, 2023