



## **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. The library is under no obligation to post any flyer or notice. 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.

All items displayed must be appropriate for viewing by all ages.

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 December 18, 2024