

# Community Bulletin Board Guidelines



## Purpose

The Boston Public Library is a resource for local information and community activities and events. As a resource, this service supports the library's overall philosophy of providing access to a wide range of information sources.

## Guidelines

The community bulletin boards may be used for posting the following types of information:

- ✚ Materials from the Boston Public Library, Friends of the Library, and the City of Boston.
- ✚ Postings of future educational, social, civic, cultural, or recreational activities.
- ✚ Flyers by non-profit organizations, groups, or agencies or by any federal, state, or local government agency pertaining to services provided.
- ✚ Announcements of community services and volunteer opportunities.

Items that in the staff's judgment do not meet the above criteria, such as commercial, personal, lost and found, solicitations, or political notices or petitions, will not be posted.

## Posting Guidelines

1. Notices must be given to Welcome Services staff for posting. Any questionable posting will be brought to the attention of the Library Manager who will make the final determination of appropriateness within the policy.
2. Postings may be displayed for up to three weeks prior to an event and will be removed immediately after.
3. Postings without a specific date will be displayed for a reasonable length of time, as determined by the library, and then removed and recycled.
4. Due to display space, the library reserves the right to restrict the size, number, and location of display materials. Welcome Services staff will make the decision about which items go on the tack board. Some approved items may not be posted due to space restrictions. Welcome Services staff reserves the right to select notices for events with the widest appeal; priority in posting will be given to library events and programs.
5. Notices posted without authorization will be removed.
6. Priority will be given to community-sponsored postings.
7. The Boston Public Library does not assume responsibility for materials damaged or stolen.
8. The Boston Public Library will not preserve, return or disseminate any posted materials.
9. Posting of materials does not imply library endorsement or consent; nor does the library accept responsibility for the accuracy of the statements made in such materials.
10. The library reserves the right to refuse to accept any notice and to make rules ensuring fair access to the bulletin boards.