

2.7 Community Bulletin Board Policy

2.7.1 Background

The William K. Sanford Town Library promotes the sharing of community information and provides a designated community bulletin board and brochure shelving for non-profit organizations, associations, and agencies for such purpose.

2.7.2 Endorsement

Authorization to post community information does not constitute an endorsement of a group or organization's positions or beliefs by the Library or the Board of Trustees.

2.7.3 Guidelines

- The director will designate a staff member to be responsible for approving and posting of community information.
- Due to limited space, the Library is under no obligation to post or display proposed materials.
- Community information is limited to the designated bulletin board and brochure shelves.
- The Library is not responsible for the preservation, protection, or possible damage/theft of any notices displayed.
- Any materials hung or placed on the shelf without approval will be discarded.
- The Library reserves the right to reject materials because of size, as well as content.
- Sales pitches, promotions, or offers of goods or services are not permitted.
- Materials are not obligated to be displayed longer than 30 days, and could be displayed for a shorter period of time if the volume of community information is such that room needs to be made on the bulletin board or on the shelves.
- Items will not be returned, whether displayed or unused, and will be recycled at end of use.
- The display is available on a first come, first served basis.
- If both posters and brochures are supplied, the Library reserves the right to choose which will be the more useful format for public display.
- Notices advocating fraud, defamatory, slanderous, unlawful actions or that the Library considers to be inappropriate are not permitted.
- Partisan political posters, fliers and handouts shall not be displayed on Library bulletin boards or Library property.
- The Library reserves the right to make exceptions to this policy on a case-by-case basis, subject to approval by the Director.

ADOPTED: November 19, 2025. History and background for this policy are located in the Office of the Director of the Library.