

## **Bushnell-Sage Library**

### **Bulletin Board Policy**

Library community bulletin boards may be used by individuals and community groups to promote their programs and activities only with permission of the Director. Use of bulletin boards does not mean that the Library Trustees or Library staff agree with the viewpoints or endorse the activities that are presented.

The library has two community bulletin boards in our main lobby by the elevator. The board on the right is reserved for Sheffield events. The board on the left is designed for events in the wider region. There are also tables and shelves for free literature in the main entryway and in the lobby. Materials left on the literature table must be approved by the Director. Library exhibit areas may be made available for individual and community group use at the discretion of the Director.

Priority is given to Sheffield events/services and to non-profit organizations. Library and Sheffield town use of the bulletin boards and exhibit areas takes precedence over any personal or community use. The Director reserves the right to refuse the use of the bulletin boards or exhibit areas.

All items to be posted on the board or literature table must be approved by the Director or it will be removed. Items must be affixed to the board using push pins; staples are not permitted.

Approved items will be posted on the bulletin board or shared on literature table based on event date, available space, number of requests and removed after event date or three months, whichever comes first.