



## FALMOUTH MEMORIAL LIBRARY COMMUNITY INFORMATION AREA POLICY

The Community Information Area is available for flyers, notices, and posters for civic, educational, or cultural programs by non-profit or government entities. Because space is limited, the Library does not guarantee ongoing display of such materials for any individual or group.

### **General Guidelines**

The Library staff will place, post and remove all materials in this area. An item to be posted or placed in the Community Information Area must be submitted to a Library staff person at the Circulation desk. Any item left without following this procedure will be removed. Items of a commercial nature will be removed.

Materials will be accepted on a space available basis using the following priorities:

- Notices of Library programs, events, activities and services,
- Notices of community interest from non-profit organizations with a Falmouth affiliation,
- Notices of cultural, educational, or recreational topics of interest to the community, and,
- Notice of Lost and Found items.

Display or posting of information does not imply Library endorsement. Explicitly excluded from display are commercial notices of any kind including but not limited to notices of merchandise for sale, rental announcements, and notices of sales at and other related events sponsored by for-profit establishments. No in-person solicitations are permitted. Informational or political events may be displayed. No campaign materials or petitions will be permitted.

All items for posting on the Bulletin Board must be no larger than 12" x 18" and may be hung for no more than three weeks at a time. Each posting will be labeled by the Library staff with a posting date. Library staff will remove items that have expired or have been on display for longer than three weeks.

The Library reserves the right to remove any material from the Community Information Area at any time and for any reason.

Posters or announcements left at the Library become the property of Falmouth Memorial Library and cannot be returned.

## **Electronic Bulletin Boards**

Electronic bulletin boards are located around the Library for Library announcements and to publicize or enhance library sponsored or co-sponsored events only.

## **Handouts**

Library staff members will develop materials promoting the Library and its services. These will be available at various locations throughout the Library. Only Library sponsored handouts will be placed in the Library. All other handouts must be submitted to Library staff at the Circulation desk and upon approval may be added to the Community Information Area.

Approved by the Board of Trustees January 13, 2003

Revised by the Board of Trustees March 13, 2006

Revised and renamed by the Board of Trustees December 1, 2014

Updated by the Board of Trustees December 9, 2019