

## Purpose

Forbush Memorial Library is a resource for local information and community activities and events. The library provides bulletin board space for materials of general interest (flyers, handouts, etc.) from other organizations that are non-profit in nature.

All postings must be approved by library staff. Only the library director or their designee may post items. Please submit your materials to a staff member at one of the library's service desks. Due to limited space, the library reserves the right to prioritize the items that are placed on the bulletin boards based on community interest and timeliness of events. Priority will be given to the library and official government notices.

Although it makes space available, the library does not advocate for or endorse the viewpoints expressed in the materials displayed or passively distributed, and does not assume responsibility for the information they contain. Inquiries regarding specifics contained in the literature should be directed to the individual or group that generated the literature and not to the library.

## Additional Rules:

- Undated notices will be posted for a maximum duration of one month.
- Dated materials will be removed and discarded when the event has passed.
- Unauthorized items left in the library or on library grounds will be removed and discarded.
- The library reserves the right to remove materials judged to be unsuitable.
- The library director or their designee has the final say on materials placed on the bulletin boards or displayed on library premises.

Bulletin boards and display space may be used for the following types of information:

- Postings of future educational, social, civic, cultural or recreational activities.
- Postings by nonprofit organizations, groups, agencies or by any federal, state or local government agency providing services.
- Nonpartisan election information, such as provided by the Town Clerk, League of Women Voters, and Secretary of State.
- Information the library is required to post in accordance with the Town Charter and/or By-Laws.

Bulletin boards and display space may not be used for the following types of information:

- Materials that support or oppose any political candidate, political party or ballot measure.
- Materials that support or oppose a specific religious conviction.
- Commercial notices, solicitations, business cards, job postings and retail advertising.
- Personal notices of items for sale.
- Personal solicitations for fundraisers.