

## Bulletin Board Policy

The purpose of posting flyers or making handouts available in the Library is to inform people in the community about local educational, cultural, and service-oriented programs.

Placement of posters and handouts is at the discretion of the Library Director, based on space available, time of the event, length of time the Library has had the material and the priority of the material as listed below. The Library will not accept for display or handout commercial, personal, or profit-making information.

The Library will display posters providing information about events and issues in the following order of priority:

1. Tolland Library
2. Tolland Town Government
3. Tolland non-profit organizations and schools
4. Tolland non-profits
5. Other Connecticut libraries
6. State and Federal Government
7. Cultural or literary

The following items will not be posted:

1. Advertisements of personal services or for profit items
2. Lost and found announcements
3. Religious tracts
4. Petitions
5. Campaign literature
6. For-profit business services
7. Material deemed inappropriate in the reasonable discretion of library staff

Notices will be reviewed, dated, initialed, posted, and arranged by staff as time and space permits for not longer than one month. Notices for events held on specific dates will be removed and discarded following the dates. Any notice not posted and dated by library staff will be removed and discarded. No posters larger than 11 inches by 17 inches will be accepted. Smaller posters are encouraged and will be given priority over larger ones.

The left side of the bulletin board is reserved for library and town related postings. The right side is available for public postings following the above guidelines.

Adopted by the Tolland Public Library Advisory Board, September 22, 2014

