

BULLETIN BOARD & MATERIALS/FLYERS ADVERTISING POLICY

To fulfill its role as a source of community information, the Middlesex Public Library provides bulletin board space in the library for individuals and groups in the community to display community, cultural and educational information, and to announce events and services that are of general and current interest.

To be considered for posting, flyers or other notices must be brought to the Circulation Desk.

Patrons and Community Members are prohibited from posting notices, flyers, pamphlets, etc., without Library permission. Patrons and Community Members posting flyers, pamphlets, brochures, notices, etc. without Library permission will be subject to appropriate action via the Library's Code of Conduct.

- **Only civic groups, service clubs, nonprofit organizations, and governmental units promoting events are acceptable sponsors of flyers, notices and brochures for posting.**
- No political candidate or proposition materials, commercial promotions, or private events, such as yard sales, are eligible for display.
- Items to be posted must not be in violation of any federal, state or local laws.
- Items left or posted without approval will be removed and discarded.
- The library cannot accept responsibility for the preservation or protection of materials posted or distributed.
- Display of events or information does not imply library endorsement, and all postings are subject to approval by the Library Director or his/her designee.

If selected for posting, a single, dated notice will be posted on the bulletin board by library staff; duration of posting is at the discretion of the Library. Once notices are removed, they are discarded.

The placement of other materials within the library such as newsletters, magazines, brochures, and handouts is at the discretion of the Library Director or his/her designee.

Digital displays on televisions within the library are for library use only. Exceptions can be made at the discretion of the Library Director or his/her designee.

Active distribution, in which a person on site hands out materials, canvasses, solicits or petitions, is not allowed.

The Library reserves the right to accept or reject any submitted posting material.