

Bulletin Board Policy

Approved by the Board of Trustees, March 8, 2022

Purpose

The Library makes available one bulletin board—located on the lower level near the elevator—for the display of community information. This space is available, at the discretion of the Library Director, to non-profit organizations engaged in intellectual, charitable, civic, cultural, educational, and/or recreational activities. The primary purpose of the display must be to inform the public of the organization's programs, services, and/or events.

Guidelines

- **Size:** Items 8.5" x 11" or smaller are preferred. No posting may exceed 11" x 17".
- **Approval Process:** Materials must be submitted to staff at the Main Service Desk for approval. Items posted without approval from Library Staff will be discarded.
- **Duration:** Items will be removed after the event date or after 30 days (whichever comes first). Materials will be displayed based on the date of the event and priority of item. Informational flyers will only be posted as space allows.
- **Prohibited Items:** The bulletin board may NOT be used by individuals seeking political office, for-profit groups/companies/organizations, or individuals. Commercial advertising, solicitations and business cards may not be posted. Any materials submitted that, in the judgment of Library staff, (a) would tend to incite or produce imminent lawless action, (b) are obscene, (c) are obviously false or contain misleading information, or (d) are defamatory will not be posted.

Priority

- Library Events and Information
- Old Lyme Town Government
- Old Lyme Schools
- Old Lyme-based non-profit organizations
- Surrounding community non-profit organizations
- Other non-profit organizations

Endorsement

The display of materials at the Library does not imply support, sponsorship, or endorsement by the Library.