



# Stephenson Memorial Library

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## SML-POL-06: Posting Policy

### **Purpose**

The Stephenson Memorial Library offers limited, designated space for community flyers, notices and posters in the vestibule of the library entrance, to provide information that furthers our mission to support lifelong learning. To make the most efficient use of the space available, the library has established the following criteria for the posting of such material.

### **Policy & Procedure**

Bulletin board areas in the Main Library and Wensberg Room are limited to Library use only. Because public display space is very limited, preference will be given to the Library, Library support groups, Greenfield, and Greenfield-related material, ConVal school material, and as space permits, announcements of events and activities of tax-supported or non-profit educational, cultural, and charitable organizations. Posting of such materials by the library does not indicate endorsement of the ideas, issues or events promoted by these materials.

All materials must be submitted to Library staff for posting. All bulletin board materials must be initialed and dated by the library director or his/her staff designee before posting. Materials that have not been submitted to library staff will be promptly removed and discarded. Items not accepted for posting will not be returned. Notices should be no larger than 8 ½" X 11" but larger notices will be considered, space permitting. Notices may not be posted sooner than two weeks before an event.

Notices will be removed when no longer timely or when space is required for more current items.

In fairness to the number of community groups, the library may control the frequency with which notices may be posted by the same organization.

The posting of lawn signs or banners by outside groups on Library grounds is not permitted. Exceptions may be made at the discretion of the Library Director for outside groups engaged in fundraising on behalf of the library.

Adopted November 6, 2016 by Stephenson Memorial Library Board of Trustees  
Reviewed August 10, 2023 by Stephenson Memorial Library Board of Trustees  
Reviewed May 7, 2024 by Stephenson Memorial Library Board of Trustees