

# Thomas Crane Public Library

## Bulletin Board Policy

### Policy Statement

The Thomas Crane Public Library provides public bulletin boards in order to display information that meets the educational, professional and recreational needs of the community. The Library gives priority to notices for programs and events that promote literacy, books and reading. Other types of events appropriate for posting include concerts, cultural events, lectures and workshops.

### Definitions

*Public bulletin boards* are Library bulletin boards that are not reserved for Library notices only. At the Main Library, public bulletin boards are located in the Community Information Alcove on the first floor and on the rear column in the Children's Room. At the branch libraries, public bulletin boards are located in entryway areas. All other bulletin boards at the Main Library and the branches are reserved for Library notices.

### Regulations

1. At the branch libraries, priority will be given to Library notices on the public bulletin boards. Other notices will be posted as space permits.
2. Notices may be posted by community organizations and clubs, educational institutions, government agencies, and non-profit organizations. For-profit companies and individuals may also post notices that are consistent with the policy statement above.
3. Organizations or individuals interested in posting items on public bulletin boards may either bring the item into the Main Library or a branch library or mail it to the Main Library. Items not accepted for posting will not be returned. Unauthorized items posted on any Library bulletin board will be removed and discarded.
4. The Chief of Circulation and the Children's Librarian at the Main Library, and the Branch Librarian at each branch library, will determine whether a notice may be posted, based on the policy statement above. Notices advertising cultural and educational events or services will be posted. Advertisements for services such as housecleaning, babysitting, yard sales, etc., will not be posted.
5. Notices posted by individuals offering a service must include the name of the individual or business as well as contact information. A description of the individual's qualifications should be provided either on the notice or on a Web site whose address is included on the notice.
6. Notices advertising programs and events for which there is a fee may be displayed if they meet the criteria in the policy statement above.
7. Notices should generally be no larger than 8-1/2" x 11" but larger notices will be considered, space permitting.

8. Notices that are not date sensitive may be posted for up to three months, space permitting; each notice will be marked with the date it was posted.
9. Quincy and South Shore area items will be given priority; other notices will be considered as space permits.
10. The Chief of Circulation and the Children's Librarian at the Main Library, and the Branch Librarian at each branch library, will be responsible for the appearance and timeliness of items posted on public bulletin boards.
11. In providing public bulletin boards, the Library does not imply endorsement of the events or services advertised.
12. Complaints about this Bulletin Board Policy or about the content of a particular notice should be addressed to the appropriate staff person (Chief of Circulation, Children's Librarian or Branch Librarian). If a complaint cannot be resolved at this level, it may be addressed to the Library Director.

Adopted by Vote of the Library Board of Trustees, June 13, 2005