



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 400 - 005

GROUP: RESOURCES & FACILITIES

TITLE: **Bulletin Board Policy**

The Wadleigh Memorial Library maintains community bulletin board space as part of our mission to provide informational, educational and recreational resources and services to the Milford community.

- All materials must be approved for display by the Library Director or designee. Materials advertising specific events of interest to the Milford community will be given priority.
- The Library reserves the right to refuse space to items deemed inappropriate.
- All notices will be initialed, dated, and posted by Library staff only. Notices posted without permission will be removed and discarded.
- Public postings within the Library do not constitute endorsement by the Library or Board of Trustees.
- Public notices are accessible by the general public and could be removed or altered.
- The Library is not responsible for posted materials.
- The Library reserves the right to designate specific places where public notices must be placed.
- The Library reserves the right to dispose of materials that are outdated or if space constraints make it necessary to do so.

Generally accepted notices include educational, cultural, civic, political and religious events; official Town of Milford business; fundraising events for non-profit groups and organizations; local and regional social service information; and as space permits, newsletters and informational brochures and educational and counseling services.

Items NOT accepted include advertisements or business cards for private or commercial businesses; products or services other than the educational or counseling services as permitted above; items wanted or for sale; political campaign literature for specific candidates; and any proselytizing materials.

Persons wishing to contest a refusal to post may make a written plea to the Board of Library Trustees who will consider the request at their next regularly scheduled meeting. The Trustees will respond in writing to the party in question.

Free materials intended for patrons to “take one” should be referred to the Library Director or designee for distribution. Such materials are subject to the same guidelines as notices.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein.

Reviewed and Approved 3/21/2023
Reviewed on 04/16/2019
Amended & Approved 10/20/2009
Library Board of Trustees