



Public Posting Policy

The Baker Free Library connects people and information to expand our horizons and strengthen our community. As part of this mission, Baker Free Library provides access to community information through the free distributions of handouts, and the public posting of flyers, notices, and posters.

1. The Baker Free Library provides a designated space for community flyers, notices and posters in the vestibule of the library. Materials acceptable for posting or distribution are those promoting cultural, educational, intellectual, non-commercial, or charitable activities.
2. There will be no posting of any material deemed prohibited by law.
3. The *Community Information Space* is not self-serve. All materials must be submitted to Library staff for posting. Materials that have not been submitted to Library staff will be promptly removed.
4. Requests for posting are dealt with on a first-come/first served basis with a maximum of two weeks duration.
5. Bow organizations can reserve the *Community Information Space* for a minimum of 7 days and a maximum of 30 days.
6. Donation bin space is available to Bow organizations but requires an advanced reservation.
7. To make a reservation of the *Community Information Space*, contact Amelia Holdsworth, Library Assistant – Marketing, at amelia@bakerfreelib.org.
8. Postings on the *Community Information Space* do not indicate Baker Free Library's endorsement of the ideas, issues, or events promoted.
9. The Library assumes no responsibility for the preservation or protection of materials posted or submitted for posting.
10. The *Community Information Space* is not available for commercial advertising or for political or religious proselytizing.

This policy is subject to review and change at the sole discretion of the Baker Free Library's Board of Trustees.

Approved by the Baker Free Library Board of Trustees on September 14, 2011; revised 4/11/2012; reviewed 3/13/2019; revised 12/14/2021