



Auburn Public Library
369 Southbridge Street | Auburn MA 01501
(508) 832.7790
<http://www.auburnlibrary.org>

Community Bulletin Board Policy

The Library has two small bulletin board areas in the Library foyer: One restricted to Library and Municipal use only, and another identified for community use. Items on both bulletin boards require the approval of the Library Director or her designee. Once posted, all materials become the property of the Auburn Public Library.

Due to space limitations and to ensure postings are of appropriate material, subject matter and type, and to ensure residents have equal access to space, the following guidelines for the community bulletin board have been determined:

Acceptable Types of Information

- Postings of upcoming educational, social, civic, charitable, cultural or recreational activities
- Postings of non-profit events and announcements as space permits
- Postings announcing community services and community volunteer opportunities, or other services of interest to area residents

Posting Restrictions

- Commercial notices, solicitations, business cards, job postings, petitions, retail advertising, or related material types not listed here
- Personal notices of items for sale
- Personal funding solicitations for fundraisers such as walkathons, road races, etc.
- Politically based materials that support or oppose any political candidates or ballot item
- Religiously based materials that support or oppose any religions organizations, persuasions, or religious members
- Materials that would put the Library in violation of the Massachusetts General Laws, Town Charter, or other officially endorsed guidelines and laws will not be considered for posting
- Exceptions to notices must be approved by the Director

Posting Guidelines

- All posting requests must be left at the circulation desk with a Library staff member during normal operating hours. Decisions on postings will be made within 48 hours, excluding weekends or holidays
- Items that cannot be posted will be available for pickup by the requestor for one week from the date of drop off. Contact information must be provided.
- All items must be reviewed, approved, dated, initialed, and posted by the Library Director or her designee.
- Unauthorized postings will be removed by Library staff and discarded
- Due to limited space, the Library reserves the right to prioritize the items posted based on community interest and timelessness of the event. No one other than designated Library staff may remove postings
- Postings may not interfere with other activities in the Library
- Postings larger than 8.5 inches by 11 inches cannot be accommodated due to space limitations
- Some postings may not be posted due to space considerations
- Only one posting per event
- Auburn residents will be given priority
- Postings can normally remain posted for up to two weeks and will be removed by staff at the direction of the Director after two weeks. If space is a consideration, items may be posted closer to an activity date, or may be removed earlier than two weeks, at the discretion of the Director.

Materials

Posting of materials does not imply endorsement of content by members of the Auburn Public Library, the Board of Trustees, or the Town of Auburn.

The Library does not accept responsibility for the accuracy of posted materials