

## **Ventress Memorial Library Bulletin Boards Policy**

The library provides two bulletin boards to be used by members of the public, including businesses, organizations, and private individuals, to post items of general interest to others. One bulletin board is strictly for items containing vocational, occupational or college guidance information; cultural calendars from public art councils, government agency informational flyers; and publicity announcing, recreational, cultural and educational activities of interest to the community.

The library understands the importance of local small businesses, and therefore provides a second bulletin board for this purpose.

The library does not accept responsibility for this material, and reserves the right to dispose of any material left in the bulletin board area at any time. Anything posted on walls, doors, or windows will be removed.

Due to space limitations, preference will be given to notices about events in Marshfield and contiguous communities. Small notices are encouraged to help maximize this community resource. One copy, dated, may be posted for an event or announcement. Notices posted for longer than one month are subject to removal. The library cannot accept responsibility for the preservation or protection of materials posted or distributed. Once notices are removed, they are discarded.

*Adopted by the Board of Library Trustees June 15, 2016*