

Meriden Public Library

Bulletin Board and Handouts Policy

In keeping with its mission, the Library provides a space for displaying and distributing printed material from cultural, educational, and recreational organizations serving the community.

The following sign will be posted on all bulletin boards and distribution tables:

The Library does not endorse and is not responsible for the views expressed in any of the material posted or distributed.

Because space is limited, materials posted or left for distribution must be approved by Library Staff using the following guidelines.

Public Information Bulletin Board

The Public Information Bulletin Board may be used for posting single copies of the following types of information:

- Fliers, brochures, announcements or schedules pertaining to nonprofit organizations, government agencies, or local schools providing services to local residents.
- Announcements of forthcoming or continuing social, educational, cultural or entertainment activities.
- Information pertaining to individual or community health, safety, and welfare
- Non-partisan political notices of an informational nature

Forms of literature unacceptable for library posting or display include:

- Items devoted solely to the sale, advertising, solicitation or promotion of products or services. Staff may make exceptions for announcements of educational opportunities provided by profit making businesses, or items including a variety of beneficiaries.
- Materials whose primary purpose serves as campaign literature
- Personal notices or handouts
- Direct requests for contributions not associated with an event unless it is a Library sponsored or Friends of the Library sponsored campaign.

Staff will remove and discard items based on size, quantity, timeliness, length of time posted and available space. Library sponsored activities or events will always be given priority for space.

Leaflet Distribution

A table is provided for distribution of multiple copies of informational leaflets, brochures, directories, and newsletters. The same guidelines apply as stated for the Public Information Bulletin Board. Due to space limitations, the library may limit the number of copies from any organization. Items will be removed and discarded based on timeliness, length of time displayed, size and quantity, and relevance to the community.