

MERRICK LIBRARY

BULLETIN BOARD POLICY

The Merrick Library maintains a bulletin board, the purpose of which is to provide a place for the posting of announcements of interest to the Merrick community. The availability of a bulletin board supports the library's commitment to providing information on events and programs of a cultural, educational and civic nature.

These announcements may be:

- Notices of events and programs which will be sponsored by the Merrick Library
- Announcements of a civic, cultural or educational nature
- Flyers advertising events sponsored by not-for-profit organizations or institutions

The following restrictions apply to postings:

- In no case will the flyer of a for-profit institution or individual be posted.
- No person may post an announcement of their own accord. All postings must be submitted to the Director for approval.
- The exception to the above is that Legal Notices may be posted on the bulletin board specifically designated for such postings.
- All postings will be date-stamped prior to being placed on the bulletin board.
- The organization requesting a posting should be made aware that a flyer requires approval so that they have an opportunity to decide if they wish to leave it.
- Items will remain on the bulletin board until such time as the event, program, etc. has taken place, space permitting.
- Oversized items (larger than 11x14 inches) may be refused posting as they may detract from the overall appearance of the board or may limit the space available for other postings.

A staff member will be responsible for keeping the bulletin board current.

Unauthorized items posted on the bulletin board will be removed.

Items advertising programs or events for which there is a fee charged may be displayed if for a cultural or community event.

Adopted April 12, 2005

Revised May 15, 2007