

## **Bulletin Board Posting and Distribution of Free Materials Policy**

The North Kingstown Free Library provides access to community information as well as other free pamphlet materials through the distribution of handouts or the public posting of flyers, notices, and posters. Such materials are limited to those of a civic, cultural, educational, and/or recreational nature. Every attempt is made to provide bulletin board and/or handout space on an equitable basis to all groups that request it.

In order to provide access to as wide a spectrum of community information as possible, most material is displayed for one month only. When space is limited, preference is given to North Kingstown organizations. Certain areas of the bulletin board are reserved for library and government use.

### **Guidelines**

1. Organizations should leave flyers, posters, and other notices and brochures they want posted or distributed at the Circulation Desk.
2. Oversized materials will be considered only if space allows.
3. All materials displayed that are not sponsored by the library must indicate sponsorship.
4. Final authority for all materials displayed and made available on the bulletin board and handout counters rests with the Library Director. Distribution or posting of materials by the library does not necessarily indicate the library's endorsement of the issues or events promoted by those materials.

### **Materials will be accepted for posting or distribution in the following priority order:**

1. Library sponsored events.
2. Announcements and information from Town, State & Federal agencies.
3. Information about, and events sponsored by not-for-profit human service agencies and organizations.
4. Information about, and events sponsored by not-for-profit cultural or humanities agencies and organizations.

### **Materials in the following categories will NOT be accepted for posting or distribution:**

1. Sales or business announcements or other commercial notices.
2. Campaign material for any election.
3. Personal expressions on any topic.
4. Religious or political tracts.

*Approved by Library Board of Trustees 10/17/05.*