

Gleason Public Library

DISPLAY OF COMMUNITY INFORMATION POLICY

*Adopted by the Board of Library Trustees, June 7, 2000, Amended
April 21, 2011, February 4, 2021*

The two bulletin boards in the Library's east and west vestibules are available for display of community information. This space is available, at the discretion of the Library Director, to non-profit organizations engaged in intellectual, charitable, civic, cultural, educational and/or recreational activities. The primary purpose of the display must be to inform the public of the organization's programs, services and events.

These bulletin boards may NOT be used by individuals seeking political office, for-profit groups/companies/organizations, or individuals. Commercial advertising, solicitations and business cards may not be posted.

Preference is given to Carlisle, then other local organizations and events.

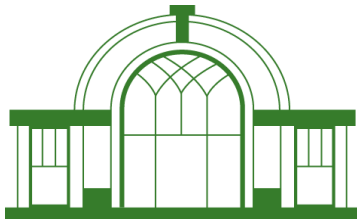
The display of materials at the Library does not imply support, sponsorship, or endorsement by the Library.

Community information may occasionally be displayed at other locations in the Library, and/or posted on the Library's social media accounts, by permission of the Library Director. Materials must follow the same guidelines and standards as are applied to the bulletin boards.

GUIDELINES

1. Public posters, pamphlets and flyers will be displayed as space permits on a first-come, first-served basis on Library bulletin boards. Multiple copies of registration forms for Town-sponsored activities will be accommodated as space permits.
2. Materials submitted cannot exceed 11" by 17" except by special permission of the Library Director. Smaller sizes are preferred and are more likely to be displayed due to space limitations. No more than two items will be posted per event or function.
3. Any materials submitted that, in the judgment of Library staff, (a) would tend to incite or produce imminent lawless action, (b) are obscene, (c) are obviously false or contain misleading information, (d) are defamatory, (e) or are purely commercial advertising will not be posted.
4. Potential items for display should be given to staff at the Reference Desk for approval or emailed to info@gleasonlibrary.org; contact person's name and telephone number should accompany item.





Gleason Public Library

PROCEDURES

Questions or concerns can be brought to the attention of the Director. The Director will review the materials according to the policy. If there are any remaining concerns, they may be brought to the attention of the Board of Library Trustees.

