

# Millbrook Library

## Policy Manual

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### Posting Policy

The Library provides a bulletin board and material display space to fulfill its role as a source of community information. Space is available under the following conditions:

1. Items displayed are restricted to local cultural/educational events or announcements from local non-profit groups.
2. Advertised events should occur within 30 days. Items may be taken down by Library staff at any time to allow for space for the entire community.
3. The Library will provide limited display space for brochures and materials from businesses which are members of the Millbrook Business Association.
4. The Library director, or designee, must approve all posters, flyers, and other materials. Items posted directly by the individual will be removed. Final determination on the display of materials will be determined by the Library director. Permission to post a flyer at the Library does not in any way constitute or imply endorsement of the program or service by the Library.
5. Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the Library's role as a source of community information, including, but not limited to:
  - Partisan political material
  - Petitions
  - Solicitations
  - Surveys
6. The Library will not be responsible for any materials permitted to be displayed under this policy.
7. See the Gallery Policy for rules & guidelines regarding exhibits and displays in the Library's Gallery.

*Approved by the Millbrook Library Board of Trustees on June 17, 2014.*