



BULLETIN BOARD & MATERIALS DISTRIBUTION POLICY

General Principles & Purpose Woburn Public Library provides a limited amount of bulletin board space in the library for individuals and groups in the community to display civic, cultural, and educational information and announce events and services that are of general and current interest. These types of materials are different from the library's collection of print and non-print materials and are not selected by library staff. Display of events or information does not imply library endorsement.

Library Bulletin Boards & Distribution of Flyers Materials for all bulletin boards and materials distribution areas inside the library and on the library's grounds are posted and removed by library staff. These bulletin boards and materials distribution areas are reserved for non-commercial notices that are civic in nature. Community calendars, information from local non-profits, and government information are examples of appropriate items.

These notices, flyers, and brochures should be brought to the Children's Room for approval. Due to space limitations, preference will be given to notices about events in Woburn. Small notices are encouraged and oversized posters may be rejected. One copy, which must be dated, may be posted on a bulletin board for an event and may be removed by library staff after one month. The library cannot accept responsibility for the preservation or protection of materials posted or distributed. Once notices are removed, they are discarded.

For all bulletin boards and materials distribution areas in the library, materials should be appropriate for all ages.

Approved by the Woburn Public Library Board of Trustees on June 5, 2018. Amended on 04/01/19 .