



March 19, 2014

### **Bulletin Board Policy**

The New Hartford Public Library bulletin board is to be used for posting information about library business, programs and activities. At the discretion of authorized library personnel, the bulletin board also may be used to display information from community or nonprofit groups that is educational or cultural in nature.

Only authorized library personnel may post notices on the Library Bulletin Board. Any notice to be considered for posting must be submitted to the Library Director. Information displayed without authorization will be removed and discarded. The bulletin board may not be used for advertising, personal services, or commercial notices.

Notices must contain the name, address and telephone number of the sponsoring agency or an authorized representative, as well as the date of an event or a notation indicating the date of posting. Notice dimensions may be restricted if necessary to maximize available space. Notices will be removed when they are no longer timely, or when space is required for more current items.

The library does not advocate or endorse the viewpoints of organizations permitted to post or distribute information on the bulletin board. The library accepts no responsibility for loss or damage to any item accepted for posting or for the accuracy of the information displayed.

Adopted: October 14, 1987 - as Use of Library Bulletin Boards

Revised: April 19, 2006

Revised: March 19, 2014 - as Bulletin Board Policy

Revised May 15, 2019