

## Ashland Public Library Bulletin Board and Distribution of Free Materials

Display space is available for community organizations to disseminate information.

- All posters and flyers must be given to a Library staff member to post
  - Posters and flyers displayed on the bulletin boards may be no larger than 8 ½ inches by 11 inches.
  - Bulletin boards may not be used for personal or commercial advertisements.
  - Items may be displayed for a maximum of one month. Library staff will remove items that have expired or that have been posted for one month.
  - Items removed will be discarded; library staff cannot return posters and flyers that have been displayed.
  - Items left or posted without approval will be removed and discarded
  
- Items that may be distributed include flyers, brochures, leaflets, newspapers and pamphlets that provide information about non-profit, civic, educational, cultural or recreational organizations and events.
  - Materials that promote programs or projects of a personal or commercial nature may not be distributed in the library.
  - If space becomes limited, preference will be given to library and Town of Ashland items.
  
- All materials must be brought to the library; library staff are not responsible for printing flyers unless directed to do so by the Library Director.
  
- Bulletin board materials should be appropriate for all ages and adhere to the library's [DEI policy](#).

**Distribution or posting of items by the library does not indicate endorsement of the issues, events, or services promoted by those materials.**

Approved Board of Library Trustees 1/11/2022, to be reviewed **every five years** starting January 2024