

# Thomas Crane Public Library

## Bulletin Board & Materials Distribution Policy

### Policy Statement

In keeping with its mission to facilitate lifelong learning, provide opportunities for cultural enrichment, and foster a sense of community, the Thomas Crane Public Library maintains bulletin boards for the posting of materials, as well as designated areas (such as literature racks and spaces on countertops and tables) for the passive distribution of printed materials. Information and events appropriate for posting and distribution include cultural events, educational opportunities, social services, and civic and governmental information.

### Definitions

*Library Bulletin Boards and Distribution Areas* are reserved for the Library's exclusive use for posting and distributing materials related to Library services, programs and events; and for events sponsored by the Friends of the Thomas Crane Public Library and the Thomas Crane Public Library Foundation.

*Information Tables* are reserved for the Library, Library-related organizations, and City of Quincy departments for the active distribution of materials related to Library or governmental services.

*Public Bulletin Boards and Distribution Areas* are bulletin boards and designated areas available within the Library for the posting and passive distribution of materials provided by non-commercial organizations according to the regulations in this Policy.

*Passive Distribution* means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

*Materials* may include posters, brochures, bookmarks, flyers, newsletters and newspapers.

### Regulations

1. Materials may be posted or distributed by non-commercial organizations and governmental agencies engaged in educational, cultural, civic, intellectual, or charitable activities.
2. Bulletin board space is provided for announcements of dated non-recurring Quincy events; other event announcements will be considered, space permitting.

3. Distribution space is provided for dated materials related to the nonprofit purposes of eligible Quincy organizations; materials from other eligible organizations will be considered, space permitting.
4. Materials that support or oppose any current ballot measure or political candidate may not be posted or distributed. The Library is not intended to be a forum for the support or opposition of political candidates or ballot measures.
5. Because it is inconsistent with passive distribution, materials asking Library visitors to sign a petition or letter are not permitted.
6. Materials announcing a series of events or ongoing meetings may not be posted for more than one month and, depending on space availability, may not remain posted for the duration of the events or meetings.
7. Materials may be posted or distributed for up to two months, space permitting; each notice will be marked with the date it was posted. When materials are removed, they will be discarded.
8. Because of space limitations, the Library cannot guarantee that all eligible materials will be posted or distributed.
9. Materials should generally be no larger than 8-1/2" x 11" but larger materials will be considered, space permitting.
10. Materials advertising programs and events for which there is a fee may be posted or distributed if they meet the criteria in the policy statement above.
11. Organizations or individuals interested in posting or distributing materials may either bring the materials to a library information desk for approval or mail them to the Main Library. Materials not accepted for posting or distribution will be discarded. Unauthorized materials posted or left will be removed and discarded.
12. Name and contact information of the group sponsoring or benefiting from an event, and the date and location of the event, must be included in materials posted or distributed.
13. Designated library staff at each location will determine whether materials may be posted or distributed, based on the provisions of this Policy and not based on the viewpoint, beliefs, or affiliations of the sponsoring group or the viewpoints expressed in the materials, and will be responsible for the appearance and timeliness of materials posted and distributed.
14. In providing public bulletin boards and distribution areas, the Library does not imply endorsement of the accuracy of materials, or of the ideas, issues or events promoted by materials.
15. Complaints about this Bulletin Board & Materials Distribution Policy or about the content of specific materials should be addressed to the designated staff person at each location. If a complaint cannot be resolved at this level, it may be addressed to the Library Director.

*Adopted by Vote of the Library Board of Trustees, January 13, 2020*

*Supersedes: Bulletin Board Policy and Distribution of Nonlibrary Materials Policy, adopted June 2005*