## Joshua Hyde Public Library

306 Main Street Sturbridge, Massachusetts 01566-0186 (508) 347-2512 www.SturbridgeLibrary.org

## **BULLETIN BOARD POLICY**

## **Bulletin Boards**

In the interest of community service, the Library maintains Bulletin Boards for public use under the following guidelines:

- Bulletin Boards are intended for announcements of non-profit, educational, cultural, intellectual or other special events of general interest to the community. They may be posted at the sole discretion of the Library. All notices must be reviewed by a staff member before posting.
- Depending on available space, notices will be accepted up to one month prior to the scheduled event. Items will be removed on a periodic basis.
- The Library does not endorse any postings not directly sponsored by the Library.
- Announcements of a political or commercial nature will not be accepted for the Bulletin Boards.
- Any questions regarding the use of the Bulletin Board should be directed to the Library Director.

## **Electronic Display Board**

The Library maintains an Electronic Display Board to promote and market Library services, programs, events, and resources. It is operated under the following guidelines:

- Content displayed is limited to Library-sponsored, or co-sponsored events, Library services and resources available to patrons, Town of Sturbridge department announcements, and community events that support the mission of the Library.
- Community and Town department announcements will be incorporated into the Library's rotating message stream with a ratio of no more than 1:4.
- With the approval of the Library Director, messages displayed may promote special or signature events for organizations other than the above which benefit the community as a whole.

Approved by the Board of Library Trustees January 2020