

Jesse M. Smith Memorial Library
Policy on Posting of Public Notices
Approved by the Library Board of Trustees 4/4/2019

The Library is frequently asked to distribute posters, flyers, brochures and other miscellaneous announcements of community events. As part of its public service and information mission, the Library does post and distribute in limited numbers materials that publicize activities of a civic, cultural, educational, or recreational nature produced by non-profit groups located in Burrillville, and, as space allows, neighboring communities. Based on the appearance, contents, timeliness, local interest, and general suitability of the announcements, the Library Administration approves the distribution and posting of such items. Posting/distributing materials does not constitute endorsement of the organization, its programs, services, or informational material by Jesse M. Smith Library, which further disclaims any liability in relation to the organization and its practices.

All items for the community bulletin board and brochure/handout displays must be approved by the Library Administration. Items for consideration may be left at the Circulation Desk. Priority is given to Burrillville town departments. All approved materials must be posted only on the bulletin board designated or in the appropriate distribution area; any materials found elsewhere will be removed. Display materials are considered disposable and library staff may remove and discard as necessary.

Display items should be of reasonable size for the display space available. The appearance and content of the notice must be suitable for the Library's general public service area. The availability of space in the Library may of itself limit the posting of announcements and distribution of materials. Items may be refused because of their size if at the time there is no available space to distribute or post them. In general, items accepted will be no larger than 8 1/2" x 11".