

## **Public Posting Policy Goffstown Public Library**

1. The Goffstown Public Library provides limited, designated space for community flyers, notices and posters. Posting of such materials by the Library does not indicate endorsement of the ideas, issues or events promoted by these materials.
2. All materials must be submitted to Library staff for posting. All bulletin board materials must be initialed and dated by the Library Director or designee before posting. Materials that have not been submitted for approval may be promptly removed.
3. Space is given on a first-come/ first-served basis and there is no guarantee all materials will be posted. Because community space is limited, postings for an undated event or series of events may be removed after three weeks to ensure that bulletin board space is available to as many community groups as possible.
4. Materials larger than 8 ½ x 11” will be posted only if space is available, and they may be removed early if space is needed.
5. The Library assumes no responsibility for the preservation or protection of materials posted or submitted for posting.
6. Commercial advertisements/ promotions, events or materials for businesses or for-profit organizations will not be permitted except for an event that a business is sponsoring for a non-profit organization or is co-sponsoring with a non-profit organization.
7. The following items may not be posted or distributed in the Goffstown Public Library:
  - Advertisements of personal services or products sold for commercial profit
  - Religious tracts
  - Petitions
  - Commercial job postings
  - Rental announcements
  - Campaign literature
  - Boxes or receptacles which solicit monetary donations

Approved by the Library Board of Trustees 7/19/06

Revised and approved 4/21/2010

Reviewed March 21, 2012

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