



Community Calendar Policy

1. The Essex Library Association, Inc. (the “Library”) maintains an online Community Calendar available by invitation only to not for profit and certain government organizations based in Essex and the surrounding communities. The purpose of the Calendar is to provide information on community, cultural, educational, recreational, civic or service-oriented events.
2. It is the policy of the Library not to participate in, nor appear to sponsor, any program, the major purpose of which is to espouse a particular political or religious viewpoint. Consequently, information which advocates for specific political candidates, referenda, political causes, political points of view, religious information programs or programs featuring religious testimonials will not be posted on the Community Calendar. Programs held at religious buildings which are of general community interest or sponsored by religious institutions that do not promote a particular religious viewpoint may be considered. For instance, when a church is used as a performance space for a musical program, that event may be listed on the Calendar.
3. Requests to post events to the Community Calendar should be submitted no less than two weeks prior to the date that the event is scheduled to take place. Persons who send in submissions are advised that it may take up to two business days for an event to be approved and included on the Calendar.
4. Only information from not for profit organizations will be accepted. The Library reserves the right to reject materials that are deemed inappropriate, or inconsistent with its mission, at the discretion of the Library Director.
5. All organizations who submit events to be posted on the calendar must be equal opportunity providers and employers.
6. Acceptance of a submitted event does not constitute or imply endorsement or advocacy by the Library.
7. The Library accepts no responsibility for the accuracy of the information submitted by outside organizations, including cancellations or changes to the date, time or location of an event. If an outside organization cancels or otherwise changes an event it can resubmit the information about it and every effort will be made to modify the posted information provided that enough notice is given.
8. All requests by the public for further information about events not sponsored by the Essex Library will be referred to the organization that submitted that event.
9. The Library will not collect funds or sell tickets or materials for any organization except the Essex Library Association, or the Friends of the Essex Library.
10. Personal notices pertaining to garage sales, estate sales, Tupperware or similar parties, etc., will not be posted.