



Bulletin Board and Handouts

1. Purpose: The Essex Library Association, Inc. (the “Library”) maintains a community-notice bulletin board and makes free-distribution handouts available to provide the residents of Essex and the surrounding communities with information on community, cultural, educational, recreational, civic or service-oriented events. To fulfill that purpose, the policy for posting flyers, posters and brochures has been made to be as general and generous as possible for non-profit organizations.
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 may not be posted on the bulletin board or in handouts to be distributed at the library. Programs held at religious buildings which are of general community interest or sponsored by religious institutions and do not promote a particular religious viewpoint may be posted. For instance, when a church is used as an auditorium for a musical program, a poster announcing the event may be posted.
3. Only information from non-profit organizations will be accepted. Direct fundraising appeals, even from non-profits, will not be posted or displayed. The Library reserves the right to reject materials that are deemed inappropriate, or inconsistent with its mission, at the discretion of the Library Director.
4. Acceptance of posters and handouts does not constitute or imply endorsement or advocacy by the Library.
5. The Library will display information in the following priority order:
 - i) Library-sponsored events
 - ii) Essex Town Government
 - iii) Essex Schools
 - iv) Essex-based non-profit organizations
 - v) Surrounding community non-profit organizations.
 - vi) Other non-profit organizations.
6. Posters and handouts will be placed in the library at the discretion of the Library Director based on space available, date of the event, and priority (per #5 above). Materials will be displayed only in designated locations.
7. General Rules and Restrictions:
 - a) Posters may be no larger than 11”x 17”; smaller items are encouraged. One copy will be posted.
 - b) Posters and hand-outs will be left on the bulletin board or distribution shelf until the event is complete or for no more than one month (whichever comes first). Exceptions may be made for ongoing programs which benefit the community.
 - c) All bulletin board postings are added and removed by library staff only.
 - d) Petitions and political materials will not be accepted.
 - e) Posters and other materials left at the library become the property of the Library and cannot be returned.
 - f) Unapproved posters and handouts left at the library will be disposed of by staff.
 - g) Poorly made posters or handouts will not be posted regardless of the program.
 - h) Personal notices about lost and found items or pets, garage sales, estate sales, Tupperware or similar parties, autos for sale, etc., will not be posted.
8. 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.

Adopted by the Essex Library Board of Trustees May 10, 2010