

NEW BEDFORD FREE PUBLIC LIBRARY MATERIALS FOR POSTING OR DISTRIBUTION POLICY

The Library maintains bulletin boards and brochure racks to nonprofit organizations and government agencies for the purpose of disseminating charitable activities, library, community or public service information and materials of educational, civic, or cultural interest.

The Library posts and/or distributes free materials such as community pamphlets, flyers, calendars of events, newsletters, and other information for public awareness and convenience.

The Library acts a distribution point of information that city, county, state, and federal government agencies wish to disseminate widely. The Library will post and distribute information on educational and cultural opportunities available within the area. Job search information will be posted or distributed if it is of general public interest.

Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to present a single point of view will not be displayed.

Approval of a display or distribution of handout materials does not indicate endorsement of any cause or activity.

All materials for display or distribution must be submitted for approval by the Director. No more than 1 notice per event can be submitted. Any material found on the bulletin boards or in the brochure rack that has not been approved shall be removed and discarded.

All material shall be dated and handled by library staff only. Dated material will be removed as soon as possible after the event. Undated material will be removed after a minimum of 2 weeks or when the space is needed for other materials.

For bulletin boards, the administration has the right to limit the size of posters. Because space is limited, materials will be posted and/or distributed in this order of priority:

- New Bedford Free Public Library system – announcements and publications
- City of New Bedford and Bristol County Government announcements and publications
- State of Massachusetts and Federal Government announcements and publications
- Civic, recreational, cultural, and educational announcements and publications, if space is limited: priority will be given to events and organizations in the immediate New Bedford area.

The library reserves the right to limit or prohibit at any time, the posting or distribution of materials which represent a threat to the health and safety of library users or the orderly use of the library.

Materials which will not be posted or distributed include personal requests, and commercial advertisements of products or services.

The library cannot be held responsible for returning materials to the donors and it does not assume responsibility for any material damaged or stolen.