

AMHERST PUBLIC LIBRARY  
PUBLIC NOTICE BULLETIN BOARD POLICY

The Amherst Public Library provides space for publications and/or announcements of cultural, educational, civic or recreational events on a short-term basis.

All materials to be distributed or posted must be submitted to the library for approval. These materials may be left at the Circulation Desk. Approval is at the discretion of the Public Relations Specialist and/or the Library Administrator. Items not meeting library standards will not be posted. Although every attempt will be made to post materials in a timely manner, up to 5 days may be required to review the material.

If space is limited, priority will be given to materials from Amherst organizations. Space is not provided for political, religious or commercial purposes, including "for sale" promotions and solicitations.

Posters and flyers should be no larger than 8 ½ by 11 inches. Larger items will be accepted on a case-by-case basis.

Outdoor signage on library grounds for community events, programs, etc. will be limited to those publicizing library or approved library partnership events.

Items will be initialed or stamped, dated, posted and removed by staff members only. Items posted without approval will be removed.

**Adopted by the Amherst Public Library Board of Trustees January 12, 2009.**