

Resolution # R-22-6-6

**AMHERST PUBLIC LIBRARY
PUBLIC NOTICE BULLETIN BOARD AND PUBLICATIONS POLICY**

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

All materials distributed or posted must be submitted to the Library for approval. These materials may be left with the 1st floor Circulation desk or emailed to askalibrarian@amherstpubliclibrary.org. Approval of materials is at the discretion of the Public Relations Manager and the Library Administrator.

Every attempt will be made to post materials in a timely manner; however, the Library may require up to 7 business days to review the material and may not be able to post all submitted materials. Items will be posted and removed by Library staff only. Items not meeting Library standards will not be posted. Items posted without Library permission will be removed and discarded.

Due to limited space, preference will be given to materials from Amherst organizations. The Library does not allow notices or publications for political, religious, or commercial purposes, including "for sale" promotions and solicitations. This includes garage sales and similar, unless the proceeds will benefit a recognized charity.

Posters and flyers should be no larger than 8.5x11 inches. Larger items will be accepted on a case-by-case basis. Brochures, pamphlets, and booklets may vary in size.

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