

# Wareham Free Library – Bulletin Board Policy & Materials Distribution.

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**PURPOSE:** As a resource for local information, community activities, and events, the Wareham Free Library provides bulletin board and table space for the posting and distribution of fliers, newsletters, calendars and other public service notices of education, cultural or community interest.

## **POLICY:**

The community bulletin board and table may be used for the following types of information:

- Postings of forthcoming educational, social, civic, charitable, cultural, or recreational activities.
- Postings by nonprofit organizations, groups, or agencies providing services to citizens.
- Postings announcing community services and volunteer opportunities.
- Nonpartisan election information, such as provided by the League of Women Voters.
- Postings by any federal, state, or local government agency providing services to citizens.
- Legal notices and employment opportunities from the Town of Wareham.
- Election and Town Meeting information provided by the Secretary of State or local town clerk's office.

Bulletin Boards MAY NOT be used for the following types of information.

- Commercial notices, solicitation, business cards and retail advertising.
- Personal notices of items for sale.
- Materials that support or oppose any political candidate or ballot measure.
- Materials that support or oppose a specific religious conviction.
- Petitions will not be posted, distributed, or placed within the library.

## **POSTING GUIDELINES:**

- As space is limited, postings should be submitted to library staff no more than one month prior to the function/event. While we would like to allow everyone to post for as long as they want, space limitations do not allow for this.

- Postings are limited to one per organization. As a courtesy to others, postings should be no larger than 11" X 17". All postings should be neat and easy to read.
- All postings must be approved by the Library Director or his/her designee. Postings placed without library staff approval will be removed.
- Postings without a specific date will be removed after 30 days or as space is needed.
- Priority will be given to events and information specifically concerning Wareham.
- Once notices are removed they are discarded and cannot be saved for future pickup.
- Postings of materials does not imply Library endorsement or consent, nor will the Library accept responsibility for the accuracy of the statements made in such materials.

Approved by the WFL Board of Trustees March 10, 2026