

Beverly Public Library Bulletin Board and Kiosk Use

The Beverly Public Library (including the Farms branch) provides a limited amount of bulletin board and kiosk space in the library for individuals and groups in the community to display civic, cultural, and educational information and to announce events and services that are of general and current interest. The bulletin boards and kiosk are available on an equitable basis regardless of the beliefs and affiliations of individuals or groups requesting their use. Display of events or information does not imply library endorsement. All postings should be consistent with the library's mission statement.

The following applies to all public bulletin boards and areas used for the aforementioned purposes:

All items for consideration are to be left with library staff in respective areas: main library second floor, main library Children's Room, and Beverly Farms branch checkout desk. Designated library staff must approve all notices, posters, and brochures.

Preference will be given to Beverly Public Library, City of Beverly, and Friends of the Beverly Public Library events and notices, and events and organizations located in or serving the City of Beverly. Other material will be posted at the discretion of library staff.

Due to limited space, the library may not be able to post all materials received.

Oversized posters (larger than 8.5" x 11") may be rejected because of space limitations.

Library staff will determine when material will be posted and removed, and where it shall be posted.

Unauthorized postings will be removed and discarded.

The library will post not-for-profit material only. Commercial notices will not be posted.

On the bulletin boards, postings of any event or notice will be limited to one.

Material not posted and expired material will not be returned. The library will discard all expired items.

The Beverly Public Library does not assume responsibility for materials damaged or stolen.

The Beverly Public Library reserves the right to amend these guidelines, and to rule on situations not specifically covered herein.

Adopted: July 2017