



## **Duxbury Free Library Policy: Community Information**

The Duxbury Free Library will provide access to community information by making space available for free handouts or by publicly posting flyers, notices, and posters. Such materials are limited to those of a civic, cultural, educational, and/or recreational nature. The Library has no responsibility to seek out flyers, notices, posters, and handouts from organizations or to return them to organizations once submitted to the Library.

Materials from for-profit groups, companies, organizations, or individuals may not be accepted. Making space available for or posting of materials by the library does not indicate the library's endorsement of the issues or events promoted by those materials.

Size limits, placement, and length of posting are at the discretion of the Library Director. The length of time that free handouts are made available is also at the discretion of the Library Director. When space is limited, preference is given to Duxbury organizations.

All flyers, notices, posters, and handouts must be submitted to the Library Director or Department Head and shall be date stamped and posted by library staff as time and space permits. No handouts or notices may be posted to walls, columns, or service desks.

*This policy will be reviewed annually by the Board of Library Trustees and ratified or amended at that time.*

*Adopted: Library Board of Trustees, 7/14/1998*

*Last Revised: 4/11/2014*