

AYER COMMUNITY BULLETIN BOARD, EXHIBITS, PETITIONS, AND SOLICITATION POLICY

Libraries are centers for information, and one role of the Ayer Library is to serve as a center for community information. The bulletin board located in the lobby is available for public notices of community interest as determined by the Library Director.

Exhibits of community interest as determined by the Director may be exhibited in the display case on the lower level or other area determined appropriate by the Director.

- ✓ All persons must fill out the Exhibit Space Application and have it approved by the Library Director.
- ✓ All postings should be approved, dated, and initialed by a staff member.
- ✓ Once notices are posted, they become the property of the library and will be disposed of when the information is no longer current.
- ✓ The size limit for notices shall be 11 inches x 17 inches, at the discretion of the Library Director.

All approved community notices, newsletters, etc. should be displayed on the bulletin board. No solicitations, petitions, or non-library related materials should be placed on, kept at, or distributed from the circulation desk or any area of the library other than the bulletin board.

Petitioners may not use the library building as their base of operations and may not solicit signatures within the library. Political or religious opinions, ideas, or points of view of individuals or groups may not be displayed at Ayer Library.

Materials left for posting or distribution without authorization from the Library will be discarded. The library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

No organization may sell tickets within the library.

Information about local groups and activities is considered part of the library's reference service and is kept with reference materials.