

ROXBURY PUBLIC LIBRARY

Bulletin Board & Display Policy

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Subject to the regulations below, the Library welcomes all nonprofit organizations of Roxbury Township and other nonprofit organizations serving primarily Roxbury residents, with a view to providing its resources and facilities for the educational, cultural, and social activities of the Township.

Bulletin Board/Display Case/Literature Rack also known as “Display Areas”:

1. Priority will be given to Library use of display area(s).
2. The display areas are not available for the benefit of private individuals or commercial concerns, or where, in the judgment of the Director, disorder may be likely to occur.
3. Materials may not be sold, sales solicited, or petitions circulated, by use of the display areas.
4. The Library assumes no liability for damage to materials on display.
5. The Library reserves the right to revoke permission for use of the display areas.

Display Case:

1. Groups using the display case must see to the prompt setup and dismantling of displays. Unless otherwise arranged, displays placed in the exhibit case should be installed on the first day of the month and removed by the last day of that same month.
2. Display case application form must be completed in full.

Literature Racks:

1. Literature distributed must be of an educational or informational nature and must be free distribution.
2. Flyers and literature distributed must be submitted to Administration for approval.
3. Any item with a reference sticker on it should remain on the literature racks.

Bulletin Board:

1. A specific bulletin board is to be designated for community notices; other bulletin boards are for Library information only.
2. Posters to be displayed in the library must include the local sponsor's name, address and phone number for further contact and be no larger in size than 11” by 14”.
3. Informational posters will remain on a space-available basis.
4. All posters must be submitted the Director for approval.
5. The Library cannot guarantee the security of materials posted on the bulletin board.