

# Portland Library

20 Freestone Avenue  
Portland, CT 06480  
860-342-6770

## Bulletin Board and Handouts Policy

The purpose of posting flyers or having handouts available in the Library is to make information about local educational, cultural and service-oriented programs available to the community. The Library will not accept for display or distribution commercial, personal or profit-making information.

Placement of posters and handouts shall be at the discretion of the Library Director.

### **Community Bulletin Board**

The Library will display posters providing information about events and issues in the following order of priority based on space available.

1. Sponsored by Portland Public Library.
2. Pertaining to Portland Town Government.
3. Portland non-profit organizations and schools.
4. Portland non-profit events.
5. Cultural, literary or consumer information.
6. Other Connecticut libraries.
7. State and federal government information.

### **Handouts**

The Library will accept handouts of the above types of materials and multiple copies of local newspapers or magazines of an objective or general nature as space allows.

Note: items on display or available for handout do not imply endorsement by the Library or the Town.

## **Door Signs**

As a general rule, signs will be posted on the door only to inform the public of a holiday closing or emergency closing. Signs will generally not be posted to advertise events, with the exception of elections and Town referenda.

A change of time, date or room for an event scheduled at the library may be posted on the door. Notice of Library events may be posted on either side of the doors.

### **Approved by the Library Board**

November 21, 1988

Reaffirmed October 5, 1994

Reaffirmed July 17, 1997

Reaffirmed October 19, 2000

Revised September 19, 2001

Revised March 21, 2002

Revised May 20, 2004

**Last updated 3/16/2011**