

WESTHAMPTON PUBLIC LIBRARY
Bulletin Board Policy

In its goal to meet the informational, educational, cultural, and recreational needs of the Westhampton community, the Westhampton Public Library provides space for the posting of information regarding local government issues and notices, and local cultural, recreational, and educational events for non-profit organizations. Political or election information that is non-partisan in nature, such as a local committee meeting, will be allowed; however information of a purely partisan nature will not. While information for commercial and for-profit uses is also not allowed on the bulletin board, the Library understands the importance of local businesses, and will accept the information for compilation in a directory for community use.

All other bulletin boards and display spaces inside or outside the building are reserved for Library use only.

The following regulations apply:

- Items must be delivered to the Circulation Desk for approval by Library staff. They will be dated and posted/compiled by a staff member, as space permits, within one week.
- Posted notices become Library property and will be disposed of within one month, or when the information is no longer current.
- The size limit for notices is 8 ½ x 11. Larger notices of overriding community importance may be posted with the permission of the Library Director, and as space permits.
- Flyers must include the name of the sponsoring organization and a contact person for questions.
- Items posted in violation of this policy will be removed and discarded.
- Inclusion on the bulletin board or directory does not imply endorsement by the Library.