

Public Posting in the Library Policy: Fliers, Displays and Donation Drives

Mission: The Amesbury Public Library, under the authority of its Board of Trustees, provides safe space for lifelong exploration and learning, public understanding, freedom of expression, and experiencing beauty and wonder through the best possible resources, facilities, and services for our community.

Vision: The Amesbury Public Library fosters connection in the community through learning, inclusivity, respect, responsible stewardship, kindness, and joy.

The Amesbury Public Library provides limited space for announcements and pamphlets of the following types:

- Materials from the Amesbury Public Library, Friends of the Library, and the City of Amesbury
- Postings of future educational, social, civic, cultural, or recreational activities
- For-profit organizations are limited to posting dated events that are free to the public
- Flyers by non-profit organizations, groups, or agencies or by any federal, state, or local government agency pertaining to services provided
- Announcements of community services and volunteer opportunities

Items that in the staff's judgment do not meet the above criteria, such as commercial, personal, lost and found, solicitations, or political notices or petitions, will not be posted.

All postings must be approved and dated by the Library Director or their designee before being placed in the Library. Government, schools and non-profit organizations are given priority when space is limited, and for-profit organizations are limited to posting dated events that are free to the public.

Postings may be displayed until the day after the program/event, at which time they will be discarded. Because of limited space, the Library reserves the right to limit the size and arrangement of notices and other publications, as well as the time allowed for display and the number of publications supplied by any one person or group.

The Library reserves the right to maintain separate displays and bulletin boards for in-library events and information only, as well as a designated area for official City postings and notices.

Posting of a notice or placement of materials in a display area does not imply endorsement by either the Library's staff or its Board of Trustees, nor is the Library responsible for the loss of or damage to any items on display.

Organizations may not independently set up their own table or actively disseminate information. At the discretion of the Library Director or designee, the Library may allow use of designated

space for the passive collection of goods for charitable organizations and causes in alignment with the Library's mission. Subject to the following:

- The Library provides a collection receptacle. The organizer may provide their own receptacle at the Library Director's discretion.
- The organizer must provide signage including the end date of collection.
- The organizer must provide contact information to the Library Director or designee.
- The items to be collected are specified. No cash or checks are collected. Items are clean and sanitary and fit in the container provided. The container is emptied or removed regularly to prevent overflow.

Collection periods and frequency are at the discretion of the Library Director or designee.