

# Cary Library Bulletin Boards and Materials Distribution Policy

## General Principles & Purpose

The Cary Memorial Library is a resource for local information and community events. As such, the library provides multiple bulletin board spaces for posting fliers as well as public service notices of educational, cultural, or community interest. Display of events or information does not imply library endorsement. For all bulletin boards and materials distribution areas in the library, materials should be appropriate for all ages.

Stacks of flyers or other promotional materials left in and around the library will be discarded. Flyers posted in undesignated areas will be promptly removed.

## Community Bulletin Board - Mass Ave Lobby

The library provides bulletin boards in the Mass Ave lobby to be used by members of the public, including businesses, organizations, and private individuals, to post notices of general interest to others. Flyers for upcoming events and business cards are examples of appropriate items. Postings should be appropriate for people of all ages.

Due to space limitations:

- Preference is given to events in Lexington and surrounding communities including Arlington, Bedford, Belmont, Burlington, Concord, Lincoln, Waltham, Winchester, and Woburn
- Event postings, professional services, sale notices, and business cards are allowed
- Notices must be 8.5" x 11" or smaller
- Notices should include the date of posting
- Notices posted longer than one month are subject to removal
- Date specific notices will be removed following the conclusion of the event
- One posting per event
- The library is not responsible for materials damaged or stolen

- All materials should be suitable for all ages
- The library reserves the right to remove materials
- The library will make every effort to recycle materials removed from bulletin boards

## Library Bulletin Boards and Brochure area

Materials for all bulletin boards and materials distribution areas *inside the library* must be posted and removed by library staff. These include:

- Community Notice Bulletin Board - Main Level Commons
- Information/Brochure rack - Main Level, near service desk
- Teen Space Bulletin Boards

These bulletin boards and materials distribution areas are reserved for postings by the library, library affiliate groups, and Town departments. Notices for Lexington non-profit organizations may be posted at the discretion of library staff.

Notices, flyers, and brochures for these areas should be brought to the Main Level service desk (or to the Teen Space for teen opportunities). Notices are recycled when removed from library boards.

*Policy approved by Library Board of Trustees – 10/17/2012*

*Last updated: 6/10/26*