



MELROSE PUBLIC LIBRARY

Distribution, Posting and Collection of Materials Policy

The Melrose Public Library is committed to providing a portal for all to explore, imagine and engage.

In keeping with this mission, the Library provides bulletin boards and/or other space for posting and distribution of information of community interest. Community interest is understood to include civic, cultural, educational and local government agency information. This includes information that is of general interest to the community, for which the library provides limited space for the free distribution of handouts and public posting of flyers, notices and posters. Providing space for the posting or distribution of materials does not imply Library endorsement of the events or information provided.

Questions and requests for distribution or posting of materials should be directed to the Reference Desk. Library staff will determine the number of copies that can be accepted for posting or distribution at any time. Because space is limited, there is no guarantee of posting, and materials left will not be returned to the sponsoring individual or organization. Materials posted or left for free distribution on library buildings, fixtures or grounds without prior approval from the Library will be removed and discarded.

Because space is limited, the Library will give preference to materials that:

- Are from the City of Melrose
- Are from City of Melrose organizations
- Are from non-profit organizations
- Are from the Friends of the Melrose Public Library



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- Announce events, activities, and services in a timely fashion
- Are of a suitable size in relation to space available; generally may not exceed 11" x 17".

Material from bordering communities may be posted as space permits.

Library staff will date stamp and post all materials. Staff shall determine the appropriate location for posting of materials. Since the Library cannot guarantee posting on the day items are received, it is recommended that items be delivered several days in advance of desired posting. In general, announcements of events may be posted up to one month before the event, and may be removed the day after the event has occurred. Posters of a general nature that do not advertise a specific date or event remain on the board for 30 days from posting or longer as space permits. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

Posted materials shall not contain illegal or threatening messages and shall not otherwise violate the Standards of Conduct Policy of the Melrose Public Library. In addition, the Library is not intended to be a forum for the support or opposition of political candidates, ballot measures, fundraisers or political and personal viewpoints. Materials of this nature may not be posted or distributed. Notices of items or services for sale or rent, help wanted ads, and personal communications are not permitted. The Library Director or designee may approve for distribution a publication that contains ads if the primary purpose of the publication is to present information of community interest and not to serve as a sales tool.

In addition, the Melrose Public Library does not permit the sale of materials by or on behalf of another agency, nor does it serve as a collection center unless specifically requested to do so for Municipal, State or Federal agencies. Special consideration



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will be given to publicity for services or programs presented by the Friends of Melrose Public Library. Other organizations may apply for special consideration to the Board of Library Trustees.

Approved by Trustees: November 19, 2024