



## **Lynnfield Public Library Public Bulletin Board Policy**

The Lynnfield Public Library serves as a resource for information about local groups and community events. Bulletin boards serve to inform patrons of upcoming or continuous events and services. Current, local/regional, and nonprofit notices are given priority. The Library Director and designated staff shall determine what is appropriate for posting and where it shall be posted. Bulletin board postings do not imply library endorsement.

### **Guidelines:**

- Bulletin board notices must be presented to Library staff for approval and posting. Please leave items at the Reference Desk for review.
- All posted materials are displayed at the owner's risk.
- Library staff shall remove bulletin board postings and events notices as appropriate and discard notices unless otherwise notified.
- All materials must be dated and no larger than 8 ½ by 11.
- Materials will be added on a first-come, first-served basis.

*approved by the Board of Trustees 12/09/2025*