

Community Bulletin Board Policy

The Cambridge Public Library provides a community space for the display and dissemination of materials for activities, events, and public notices of interest to the Cambridge community.

Due to space restrictions, priority is given to those materials most consistent with the mission of the Cambridge Public Library. Listed in order of precedence, the following types of information may be posted:

1. Materials from the Cambridge Public Library, the Friends of the Library, and the City of Cambridge.
2. Postings of forthcoming or continuing educational, social, civic, charitable, cultural, or recreational activities sponsored by non-profit Cambridge organizations.
3. Flyers, brochures, announcements, or schedules by nonprofit organizations of predictable interest to the residents of Cambridge, or by any federal, state, or local government agency pertaining to services provided by the government to residents of Cambridge.
4. Materials announcing free 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.

Posting Guidelines

1. All items must be reviewed and dated by library staff at the Q&A desk before being posted. Notices posted without authorization will be removed.
2. Notices will be left for approximately one month.
3. Postings without a specific date will be displayed for a reasonable length of time, as determined by the Library, and then removed and recycled.
4. Only library staff may remove items posted on the bulletin board.
5. Due to limited display space, the library reserves the right to restrict the size, number, and location of display materials. Library staff will make the decision about which items go on the tack board and which in acrylic displays. Some approved items may not be posted due to space restrictions. Library staff reserves the right to select notices for events with the widest appeal; priority in posting will be given to library events and programs.
6. No postings should be greater than legal 8 ½ x 14 size. Oversized posters may be rejected due to space limitations.
7. Thumbtacks received from the Q&A desk are the only appropriate material for posting notices. Tape, pins, staples and screws are forbidden, and notices using these materials will be removed.
8. The Cambridge Public Library does not assume responsibility for materials damaged or stolen.
9. The Cambridge Public Library will not preserve, return or disseminate any materials posted.
10. Posting of materials does not imply library endorsement or consent; nor does the Library accept responsibility for the accuracy of the statements made in such materials.

Revised, March, 2017

May 2012