

## **Kennebunk Free Library Posting Policy**

The Kennebunk Free Library provides bulletin boards, brochure racks and kiosk space in public service areas for the posting of information and announcements of interest to the community. The library encourages information brochures and announcements related to area cultural, educational, recreational, and community events.

Library staff will be responsible for posting and removing all materials in these areas. All postings are subject to approval of the Library Director. The library reserves the right to remove or move any material.

### **General Guidelines:**

1. All notices are subject to space availability
2. Priority is given to materials announcing library events and notices
3. Notices from any educational, cultural or civic group may be displayed
4. Events may only be posted for a 1 month time period unless permission for extension is obtained
5. Items should be of reasonable size, preferably 8.5"x11", and must meet acceptable standards as determined by the Library Director, whose decision is final
6. Religious events sponsored by local denominational groups may be displayed
7. Display or posting does not imply library endorsement

### **Not Acceptable:**

1. Anonymous notices or those that do not clearly identify the person or organization involved
2. Announcements or advertisement of a commercial nature including, but not limited to, items for sale, yard sales, services for hire, contests, auctions etc. (excludes cultural events, educational courses which charge a fee or admission, and events that benefit local nonprofit organizations)
3. Notices from political parties or candidates including campaign information or postings that promote a position on a public issue
4. Multiple copies of posters or announcements

Approved by Board of Trustees 2/22/05  
Revised by Board of Trustees: April 29, 2014

