

MNG-10 POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

- **Policy Statement:** Recognizing that individuals and organizations wish to present to the Library material for posting on bulletin boards and for passive distribution, the Library designates specific areas for such materials. The Library provides space for these materials as a public convenience and not as a public forum. The Library, at its discretion, may decline to include a presented item or items for reasons of format, content or available space. Acceptance of a presented item or items does not constitute or imply endorsement by any library official or by the Board of Trustees of any beliefs, policies or programs expressed therein.

- **Regulations:**
 1. The Library shall designate specific areas for posting and distribution.
 2. The Library may prescribe the size of bulletin board notices. Items must be neat, readable and are not to exceed 8 ½” x 11”.
 3. Priority will be given to posting notices for non-profit organizations and individuals.
 4. When space is limited, preference will be given to Hingham events, organizations and individuals.
 5. Undated materials such as hotline posters and social service announcements will be displayed as space permits.
 6. The following items may not be posted on bulletin boards or left in designated areas for passive distribution:
 - a) Materials that support or oppose any political candidate or ballot measure. However, election information, such as that provided by the Secretary of State or the League of Women Voters will be made available. Information provided by the Hingham Town Clerk regarding local ballot measures also will be made available.
 - b) Materials that support or oppose a specific religious conviction.
 - c) Materials asking library visitors to sign a petition or letter for causes unrelated to the Library.
 7. The Library Director shall approve or disapprove any posting or distribution request not explicitly provided for above.

- **Procedures:**

1. All items for posting or distribution must be delivered to the Main Circulation Desk for review and processing.
2. Items will be posted by Hingham Public Library staff members. Passive distribution material will be placed in designated locations by Hingham Public Library staff members.
3. Expired material will be removed.
4. Material older than 30 days may be removed to make room for newer material if space is at a premium.

June 22, 2005