Massena Public Library

Public Posting Policy

The Massena Public Library serves as a central source for civic, cultural, educational and recreational information. To further that role, the Library provides public posting and display space for local community organizations to disseminate information.

The Library has available bulletin boards, display racks, counter space and lawn space for posting or distribution of material. All items for posting or distribution must be presented to the Director for approval. Items must be neat and attractively presented. Materials must contain the name and contact information of the sponsoring agency and/or its authorized representative. Library staff will date and place items in the appropriate public display area. Items left or posted without approval will be removed and discarded.

Items that may be displayed include flyers, brochures, leaflets, newsletters, and pamphlets that provide information about non-profit civic, educational, cultural, or recreational organizations and events. The following are prohibited in the Library's display spaces.

- Materials used to promote or advertise programs or projects of a personal or commercial nature.
- Materials or posters for political candidates, parties, and issues. Posters for informational political events such as debates or lectures will be posted.
- Materials promoting ongoing church programs or specific religious beliefs. Notices of one-time church activities, such as public lectures, concerts, and festivals will be considered.
- Petitions, solicitations or surveys.

Distribution or posting of items at the Library does not indicate endorsement of the issues, events, or services promoted by those materials.

The Library is not responsible for the care or preservation of materials left to be posted or disseminated at the Library. The Library accepts no responsibility for loss or damage to any items accepted for posting or for the accuracy of the information displayed. Library staff will remove items when the date of the event has passed. Such items will be discarded unless the poster requests otherwise at the time of the posting.

If space becomes limited, preference will be given to Massena Public Library and Friends of MPL, Inc. items, local government notices, information on public events held at the library, items of a timely nature and items from organizations or groups that have not distributed or displayed items recently.

This policy was adopted by the Board of Trustees on August 13, 2024