

**Parker Memorial Library**  
**BULLETIN BOARDS, COLLECTION OF DONATIONS, AND DISTRIBUTION OF FREE MATERIALS**

**GENERAL GUIDELINES**

A bulletin board is made available for use of the public in the hallway leading to the Meeting Room on the main floor. The bulletin board located in the entrance-way to the library is for library use only. The posting, distribution, or placement of materials by the community within the *Parker Memorial Library* does not indicate the Library's endorsement of the ideas, issues, or events promoted by those materials.

All posting or placement of materials shall be done by the Library staff. The Assistant Director and Office Manager are in charge of posting all materials. Once items are received and approved, they will be dated and posted. Any material posted, left for distribution or for collection of donations without proper authorization will be discarded. No postings will be allowed to remain up for longer than one month.

The size of postings will be limited to 8½ x 11 inches. Based on availability of space, larger postings may be permitted.

The Library reserves the right to deny the posting of any item that it finds unsuitable.

The Library assumes no responsibility for the preservation, protection, or theft of materials posted, placed, or distributed within the building. Materials will not be returned.

Preference will be given to non-profit events and organizations located in and serving the Dracut community. The order of preference is as follows:

- Library Use – Programs sponsored or co-sponsored by the Library Board of Trustees, the Parker Memorial Library, the Friends of the Dracut Library, or the Town of Dracut. These groups are given preference.
- Civic Groups - non-profit, public service groups. Locally-based, educational or cultural groups. A local, state, or federal government agency is a "Civic Group."
- Non-Profit or Charitable Organizations - groups that have 501c3 tax status, but are not considered a "civic group."
- Social Groups – groups that are not legally-incorporated, meeting for a cultural, artistic, or educational purpose.
- Materials of a partisan or a commercial nature will not be posted, distributed, or placed.
- Petitions will not be posted, distributed, or placed within the Library.

The Board of Library Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein.

## DISTRIBUTION OF FREE MATERIALS

The *Parker Memorial Library* allows “passive distribution” of materials. “Passive distribution” means leaving materials for patrons—if they so choose—to review and/or take with them. “Passive distribution” does not include verbally or visually (by means of signs, placards, etc.) encouraging patrons to review or take any materials. Because it is not consistent with “passive distribution,” materials asking patrons to sign a petition or letter are not permitted.

Due to limited space, the Library reserves the right to limit the size and arrangement of materials, as well as the time allowed for display and the number of materials supplied by any one person or group.

## COLLECTION OF DONATIONS

A non-profit organization may request in writing, permission to solicit non-monetary donations within the *Parker Memorial Library* from the Library Director or the Board of Library Trustees. Only one organization will be allowed to solicit for non-monetary donations at any given time.

A representative for the non-profit organization will be required to pick up donations regularly. A non-profit’s authorization will be revoked if donations are not picked up in a timely fashion.

## REQUEST FOR RECONSIDERATION

See the *Request for Reconsideration of Library Resources* under the *Collection Development Policy*.

Approved by the Board of Library Trustees on November 9, 2011  
Amended on October 14, 2015