

Bulletin Board and Handouts Portland Library

The Library strives to promote awareness of local educational, cultural and service-oriented programs and services available to the community.

- The Library will not accept for display or distribution commercial, personal or profit-making information.
- Events must be open to the general public.
- The Library reserves the right to oversee the postings and to add and discard postings as necessary.
- Posting materials on the bulletin board does not signify an endorsement by the Library.
- Lost and found ads, want ads and classified ads are not accepted. The Library does not accept notices of items for sale to the public unless the proceeds directly benefit the library and the Library Director's approval has been given.
- The Library bulletin board is not a forum for political, religious or social discourse. Postings deemed inappropriate will be removed.
- Placement of posters and handouts will be at the discretion of the Library director or designee.

Community Bulletin Board

The Library will display posters providing information about events and topics in the following order of priority based on space available. Generally, the size of an accepted poster or flyer is limited and should be no larger than legal size.

1. Sponsored by Portland Public Library.
2. Pertaining to Portland Town Government.
3. Portland non-profit organizations and schools.
4. Portland non-profit events.
5. Cultural, literary or consumer information
6. Other Connecticut libraries.
7. State and federal government information.

Handouts

The Library will accept handouts of the above types of materials and multiple copies of local newspapers or magazines of an objective or general nature as space allows.

Note: items on display or available for handout do not imply endorsement by the Library or the Town.

Door Signs and Digital Media

As a general rule signs will be posted on the door only to inform the public of a holiday closing or emergency closing. Signs will not be posted to advertise events with the exception of elections and Town referenda.

Notice of Library events may be posted on either side of the doors.

- Outside of the bulletin board area, the posting of signs, notices and flyers is allowed in public areas or near the entrance only when space permits, for a short duration such as one week to promote community events presented by Portland organizations. Community groups include Portland Historical Society, Garden Clubs, and Brownstone Quorum.
- Social media and Website postings will be subject to the same criteria.
- Information will be posted at the discretion of the library director or designee following the same criteria as the bulletin board posts.
- In the event that a digital signage system is available, the same criteria for display on the electronic sign will apply.

Business groups such as the Middlesex County Chamber of Commerce that promote commerce but do not benefit a particular business, and religious organizations hosting an event that is of interest inclusive to all outside of the denomination and not a religious service, will be considered for posting on digital media and on the Bulletin Board.

A change of time, date, or room for an event scheduled at the library may be posted on or near the entrance door. Notice of Library events may be posted on either side of the doors. Cancellation of a Town meeting scheduled at the Library will be posted near the entrance door in accord with the open meeting law.

Approved by the Library Board

November 21, 1988....

Revised March 21, 2002

Revised May 20, 2004

Approved as revised by the Library Board October 19, 2017