

Peabody Institute Library of Danvers Community Bulletin Board Policy

The Library provides a community bulletin board for the posting of informational flyers and announcements intended to benefit the local community. This space is intended to facilitate communication about non-profit, community group, and government-sponsored events, services, and opportunities.

Eligibility:

The Library community bulletin board is reserved for postings from:

- Registered non-profit organizations with a valid 501(c)(3) or equivalent status.
- Local community groups serving the residents of Danvers, Salem, Peabody, Beverly, Topsfield, and Middleton.
- Government agencies (local, regional, state, and federal).

Content Guidelines:

- Postings must be of a non-commercial nature.
- Postings must be related to events, services, or opportunities that are open to the public.
- Postings must not promote political campaigns, endorse specific political candidates, or advocate for or against specific legislation.
- Postings must not contain offensive, discriminatory, or inappropriate content.
- The Library reserves the right to refuse any posting that it deems to be inconsistent with these guidelines.

Posting Procedures:

- All flyers must be submitted to Library staff at the front desk for approval before posting.
- Library staff will review all submissions for compliance with this policy.
- Approved flyers will be initialed, dated, and posted by Library staff.
- Flyers should be no larger than 8.5" x 11". Library staff may choose to accept a larger size on a case by case basis.
- Due to limited space, the Library reserves the right to prioritize postings that are deemed to be of the broadest community interest.
- The Library reserves the right to limit the number of flyers posted by any single organization.
- Flyers will be posted as time allows and by what space is currently available on the board.

Posting Duration:

- Approved flyers will be posted for a maximum of three (3) weeks.
- Library staff will remove all flyers after the three (3) week posting period.
- Library staff may remove flyers sooner if they are deemed outdated, or if space is needed for new information.
- Postings from non-profit organizations which are general and do not relate to a specific event (i.e., they are undated), will be posted for a month, if space allows.
- Flyers that are removed are discarded, not saved.

Disclaimer:

- The posting of a flyer on the Library's community bulletin board does not imply endorsement by the Library staff or Board of Library Trustees.
- The Library is not responsible for the content of posted flyers or for any loss or damage to posted materials.

Enforcement:

- Library staff will monitor the community bulletin board and remove any postings that do not comply with this policy.
- The Library reserves the right to modify this policy at any time.

Approved by the Board of Library Trustees, May 14, 2025