

New Canaan Library

Community Board Policy

Purpose

In keeping with its mission to be the information and cultural center of the community, New Canaan Library recognizes its role as a source of information for community events and services.

Guidelines for Use

The Library has the following two bulletin boards where community information and events may be displayed:

- The **Community Notice Board** provides space for for-profit entities, individuals and groups to display announcements of events of general and current interest or information for services provided or needed that are available in New Canaan and neighboring communities.
- The **Community Events Board** provides space for community organizations, clubs, educational institutions, governmental agencies and other non-profit organizations to display announcements of activities and events that are civic, cultural, charitable or educational in nature. Information posted on the Community Events Board may only be posted by a Library staff member.
- The Library may designate other spaces available for the display and dissemination of brochures of philanthropic organizations which are not suitable for a bulletin board.

Rules for Display:

- The Library has sole discretion to post, display or provide an announcement, brochure or other notice of an event or service (each, a Notice) at the Library and to determine the appropriate bulletin board or other space where the Notice will be displayed.
- Generally, each accepted Notice will remain on display until the date of the event, where applicable, or where no specific event is relevant (e.g., in the case of an offer of services) for up to 30 days after initial display.

- Preference will be given to New Canaan based organizations or entities or for events occurring in New Canaan.
- The Library does not investigate or verify the substance of any Notice. Accordingly, the display of a Notice on a Bulletin Board or another designated space does not in any way imply endorsement by the Library of the event, policies, services or other purpose nor that of any entity or person displaying the Notice.

Date Approved: August 2017

Next Review Date: August 2019