

# Community Information Area Policy

Recognizing the role of Dyer Library/Saco Museum (DLSM) as a community resource, limited community information space will be made available for the dissemination of information, brochures, and announcements from educational, cultural, civic, and not-for-profit groups. The Community Information Area(s) include bulletin boards, brochure racks and shelving, and countertops.

## Guidelines:

- DLSM staff must approve all materials; items approved for the bulletin board will be indicated as such with a stamp. All items must be brought to a public service desk for approval.
- Materials will be accepted as space allows in order of the following priorities:
  - Notices of library or museum programs, events, activities, and services.
  - Notices of community interest from not-for-profit organizations serving the city of Saco and the immediate area.
  - Notices of cultural, educational or recreational topics of interest to the community.
- Display or posting of information does not imply DLSM endorsement.
- DLSM reserves the right to remove any material from the Community Information Area at any time and for any reason. DLSM will not be responsible for returning materials not approved for posting.
- Materials having no specific date may be displayed for a reasonable length of time as determined by the Executive Director or designated staff according to space available.
- Individuals may not use the community information area to post personal notices.
- Information regarding contests or solicitations, notices of merchandise for sale, notices of sales, or auctions may not be displayed unless the event or sale is for the benefit of a local non-profit organization.

## Bulletin Boards:

- Displayed items should be of a standard size (8.5x11 inches), larger items considered as space allows.
- DLSM will not post political or other endorsements but may, based on availability of space, announce political events such as “meet the candidate”, debates, or forums.
- Informational or educational events and workshops sponsored by any profit-making organization may be displayed on a space available basis as determined by the library.

## Brochure Racks and Shelves:

- Materials from educational, cultural, or civic groups that apply to the greater Saco community may be displayed.
- Multiple copies of an item will be accepted on a space available basis.
- Groups may be restricted in the number of different items on display.