

## DANBURY LIBRARY POLICY FOR POSTING COMMUNITY INFORMATION

As an essential city asset, the Danbury Library is committed to being:

- A welcoming destination
- A convenient gateway to the best sources of information, cultural enrichment and possibility
- Responsive to the varied needs of our city's diverse population

In support of this mission statement, approved in 2007, the Danbury Library acts as a distribution point for handout materials for public awareness.

All community information notices, signs, posters, flyers, brochures, newspapers, etc., promoting programs, events or news will be posted on the Community Events board on the Lower Level of the library or on the Junior Library Events board. Postings are accepted from non-profit as well as **for-profit** groups if space allows. Individual political campaign posters, flyers, etc. will not be accepted for posting.

Groups wishing to post items will leave them at the Ask Me desk for Community Relations, Junior Services or Language Center staff members to post. Posting of an item in no way implies endorsement of its content or of the group. Final authority for the postings rests with the Library Director. The Library reserves the right to remove inappropriate items from the Community Events boards at any time.

The maximum size of notices that can be submitted for posting is 11" x 17". Available space will determine the posting of this size notice. Notices may remain posted for as long as four weeks, and those covering the greater Danbury area will be given preference.

The maximum number of flyers, newspapers, etc. is 20 per issue/publication.

Approved by the Board of Directors 10/9/98  
Revised 10/5/06, 3/12/09