

COMMUNITY INFORMATION POSTING POLICY

Purpose

Connetquot Public Library serves as a center for information, learning, and community engagement. To support this mission, the Library provides space for community postings while maintaining discretion over content. All postings are at the sole discretion of Library staff and do not imply Library endorsement.

I. Eligible Content

- A. The Library gives priority to postings that:
 - 1. Promote local events or activities within the Connetquot district.
 - 2. Are sponsored by nonprofit, civic, cultural, or educational organizations, or government agencies.
 - 3. Have educational, cultural, or community significance.
 - 4. Announce fundraising events sponsored by nonprofit organizations, when space allows.

II. Ineligible Content

- A. The Library will not post materials that:
 - 1. Promote for-profit businesses, products, or services.
 - 2. Advocate for or against political candidates, parties, or ballot measures.
 - 3. Contain commercial advertising or unapproved solicitation.

III. Submission and Review

- A. All materials must be submitted to Library staff for review prior to posting.
- B. Library staff will review submissions to ensure compliance with this policy.
- C. The Library reserves the right to:
 - 1. Approve, deny, or remove materials at any time.
 - 2. Make final decisions regarding postings at the discretion of Library staff.

IV. Posting Guidelines

- A. Materials must be:
 - 1. Neatly presented and legible.
 - 2. Clearly display the sponsoring organization's name and contact information.
- B. Duration and eligibility are subject to space constraints.
- C. The Library may limit the size, number, or location of postings.

- D. Materials may be removed if outdated, inappropriate, or space is required.
- E. The Library is not responsible for the content, damage, or loss of posted materials.

V. Prohibited Items

- A. Petitions.
- B. Donation boxes or unapproved solicitations.

VI. Policy Review

- A. This policy will be reviewed periodically by the Library Board to ensure alignment with the Library's mission and community needs.

-
- **Revised: 4/9/2026**
 - **Last Revised: 3/12/2015**