

Starr Library

BULLETIN BOARD POSTING AND MATERIALS DISPLAY POLICY

Purpose

Starr Library provides bulletin board and pamphlet display space as a limited public forum for the sharing of community information. Materials may be displayed in accordance with the criteria outlined in this policy.

Policy

1. Approval of Materials

All materials must be submitted to the Library Director or designee for review and approval based on the criteria in this policy. Approved materials will be stamped and dated by library staff. Materials posted without approval will be removed. Approval of materials does not constitute endorsement by Starr Library of any organization, event, or viewpoint.

2. Eligible Content

Materials should relate to local cultural, educational, civic, or informational activities, including events, services, and opportunities offered by non-profit organizations, schools, government agencies, and local employers.

3. Timeframe

Posted events must occur within 30 days of the posting date.

4. Priority of Space

When space is limited, priority will be given to materials that promote free events or services and those located within or near the library's chartered service area.

5. Space and Quantity Limits

The library may limit the size, number, and duration of posted materials to ensure equitable access to available space.

6. Retention of Materials

The library may retain copies of submitted materials for its records.

7. Restrictions and Limitations

The following materials are not permitted:

- Partisan political campaign materials intended to support or oppose a candidate or ballot measure
- Petitions

- Solicitations for fundraising or sales unrelated to a community event or service
- Surveys requesting personal information
- Commercial advertising for for-profit products or services, except as provided below
- Materials promoting events or services whose primary purpose is religious worship, instruction, or proselytizing

8. Limited Exception for Educational and Cultural Services

The Library may, at its discretion and as space allows, permit the display of business cards or flyers for for-profit services that are primarily educational, cultural, or enrichment-based in nature (such as tutoring, arts instruction, or educational programs). Priority will continue to be given to non-profit and free community offerings.

9. Materials from Religious Organizations

Materials from religious organizations may be permitted if the content of the event or service is primarily educational, cultural, or community-focused in nature. Determinations will be based on the primary purpose of the event as presented in the submitted materials.

10. Viewpoint Neutrality

Decisions regarding the display of materials will be made in a viewpoint-neutral manner based solely on the criteria outlined in this policy.

11. Removal of Materials

Materials will be removed by library staff after the event date or after 30 days, whichever comes first. The library reserves the right to remove materials that are outdated, damaged, or exceed available space.

12. Appeals

Individuals or organizations whose materials are denied may request a review of the decision by the Library Director. Final determinations may be appealed to the Board of Trustees or its designee.

13. Liability

Starr Library assumes no responsibility for the content of materials posted or distributed and does not guarantee the accuracy of such information.

(Adapted from Hudson Area Library, Millbrook Library, and Brewster Public Library.)

Approved by the Starr Library Board of Trustees: July 8, 2026