

Bulletin Board Policy

Policy Overview

Cotuit Library Bulletin Boards are to be maintained for the communication by the Library and for information relevant to members of the village community. Use of the Bulletin Board is restricted from postings considered to be of a commercial or political nature. Management of this policy and its execution is the responsibility of the Library Director and/or Assistant Director, and with agreement from the Cotuit Library Board of Trustees. Assistance from members of the Board of the Friends of the Cotuit Library in the on-going maintenance of the Boards will be welcome.

Detail Policy

1. Postings are restricted to Cotuit Library, Town of Barnstable, Commonwealth of Massachusetts or community-relevant information. This includes but is not limited to postings from other village libraries and community groups.
2. No commercial advertisements of any kind will be allowed. This includes, but is not restricted to, job postings, business cards, items for sale, yard sales, jobs wanted postings, etc.
3. The bulletin board will be maintained by Library staff with assistance from members of the Friends of the Cotuit Library and approved by its President.
4. Postings must be no larger than 8 ½" X 14" in size, dated with a defined time period. Larger posters will be accepted and posted based upon space availability and approval of the Directors and/or Assistant Director. Postings will be removed upon the expiration of the time period.
5. All postings must be approved, initialed and posted by Library personnel or of the Friends of the Cotuit Library.
6. At the discretion of the Library Director and/or Assistant Director, a special *Children's Bulletin Board* may be established in the Children's section of the Library. Contents of the Board shall be specifically directed to children and their parents and must be approved by the Children's Librarian. All regulations above will apply to the Children's Board.