



Display and Bulletin Board Policy

General Information

When not being used to promote library-related or Town of Granby activities or services, display and bulletin board (or slatwall display) spaces at the libraries are available to community groups engaged in non-profit educational, cultural, intellectual or charitable activities and will be provided on an equitable basis to any such group which makes a request. The libraries reserve the right to designate and limit space, size, and location of displays. All items for posting or distribution must be submitted to the Assistant Director of Library Services or a designated staff member for approval. The libraries will not accept displays, posters, etc., which are judged inappropriate for family viewing. The library reserves the right to deem what is inappropriate. Materials loaned to the libraries or posted on the bulletin board are at the owner's risk. The displaying or distribution of any materials does not imply endorsement by the libraries. Rejection of items for display or distribution may be appealed to the Granby Library Board.

Entrance Areas

The only signs permitted on the entry doors or windows are those that provide information about the libraries and their services. All other items will be removed.

Display Cases

Displays will be accepted if they do not interfere with the daily conduct of library business and if it is made clear that the libraries do not endorse their contents or points of view. Displays will be approved and scheduled as space permits by the Director of Library Services or a designated staff member. The sponsoring group or individual is responsible for creating the display, setting it up according to schedule and removing it before the next scheduled display or exhibit. For displays of arts and crafts, labels may not include prices and no sales may take place on library premises. The exhibitor's name and telephone number may be included as part of the display information. The library will not provide storage for the property of the individuals or organizations exhibiting in the Library.

Bulletin Boards

Materials for the entryway bulletin boards will be approved by the library's Assistant Director. Materials for the Children's and Teen area bulletin boards will be approved by the Children's and Teen Librarian. Library staff will post approved materials on bulletin boards and slatwall display areas. Items posted without staff approval will be removed. If necessary, materials may be removed to make priority for Granby events and activities. Children's and Teen area bulletin boards are reserved for materials of interest or pertaining to children and teens. Non-library or non-Town of Granby postings will be removed and discarded after two weeks. Lost and found ads, "want ads," classified ads, commercial notices, and personal announcements are not accepted. In general, materials cannot exceed 14" x 17" in size.

The following items MAY NOT be posted or displayed on the Community Bulletin Board:

1. Advertisements of personal services or products sold for profit
2. Religious tracts
3. Petitions (except for library purposes)
4. Political campaign literature

5. Announcements seeking roommates
6. Real estate listings
7. Solicitations for monetary donations except to benefit the library

Solicitations

Canisters or receptacles for soliciting donations of money or items such as toys or clothes for charitable organizations are not permitted. There shall be no selling or solicitation of funds on the library premises unless the proceeds are for the benefit of the libraries. Library staff may offer for sale merchandise to co-employees in the staff room at the discretion of the Director of Library Services.

*Adopted by the Granby Library Board- June 11, 2001
Revised - June 10, 2024*