

Burnham Memorial Library  
Colchester, VT

**FREE LITERATURE DISTRIBUTION & BULLETIN BOARD  
POLICY**

As part of its public information mission, the Burnham Memorial Library makes space available for the distribution of free literature (flyers, brochures, pamphlets) and maintains three bulletin boards for the posting of local and regional information. The use of these areas is intended to increase public awareness of local organizations and events and to make available information created by and for the interest of the local community. Space is provided for items of an educational, cultural, civic or recreational nature, rather than for commercial or political purposes. The bulletin boards in the Burnham Library are available for the display of posters and notices for the general public.

Flyers and other handouts, and materials posted on library bulletin boards are covered by the American Library Association's intellectual freedom principles upheld by the Library. Materials displayed or distributed may advocate a position or viewpoint, but the display in the Library of these materials does not constitute endorsement of the materials' content by the Library or the Town of Colchester.

**RULES:**

- All handouts or materials for public display areas must be approved by the Library Director, or designated library employee(s). Unauthorized materials may be discarded.
- Materials approved for public display areas will be stamped with the date of posting. Items will be removed after one month or when timeliness has ceased.
- Materials may be rejected for lack of space. Postings from Colchester organizations and announcing local events will take preference when space is limited.
- Size and appearance of material is taken into consideration.
- The main Bulletin Board near the library's front entrance is intended as a community service to publicize library-related events and services, local groups, local meetings, cultural events, non-partisan political events, fund-raising events for non-profit organizations, educational or health-related opportunities, or other services that are of a non-profit, non-self-promoting nature.
- Educational or instructional opportunities may be posted, regardless of whether they are of a for-profit or non-profit nature.
- Postings for local child-care and/or homeschool organizations (both non-profit and commercial) are accepted for posting only on a separate bulletin board in the Youth Services Department.
- Personal ads, political campaign literature, and sales advertisements (garage sales, business cards, etc.) will not be posted. Notices for local "lost and found" may be posted for one week, as space permits.

- The Library reserves the right to remove any materials left for posting or distribution. The final authority rests with the Library Director.
- Any questions regarding this policy should be referred to the Library Director. This policy has been approved by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

*Approved by the Library Board of Trustees: March 20, 2008*

*Reviewed: September 17, 2020*

*Amended: June 16, 2022*