



Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ PeterboroughTownLibrary.org

Community Postings Policy

The Peterborough Town Library provides the public with access to information in a variety of formats including postings to the community bulletin board area and a digital community posting section of the library newsletter.

Acceptance of materials for display on either of these community posting areas does not imply the Peterborough Town Library, including its staff or Board of Trustees, endorses any of the events, groups, or organizations, its policies or beliefs. The Library's philosophy of open access to information and ideas extends to the Library bulletin board, and the Library does not discriminate through its approval of bulletins. Bulletins are not excluded because of possible controversy.

Postings to the community bulletin board are self-posted by patrons and are not regularly monitored by library staff. Postings may be rearranged or moved by library staff based on space constraints. Postings will be removed after they have been posted for 4 weeks or more. The library reserves the top right area of the bulletin board for library and town announcements. Due to space constraints, it is preferred postings are 8.5" x 11" or smaller.

The community bulletin board may be used for posting the following types of information:

- Postings for educational, social, civic, cultural, or recreational events created by the hosting organization.
- Flyers by local non-profit organizations, groups, agencies or by any federal, state, or local government agency pertaining to services provided.
- Announcements of community services and volunteer opportunities.
- Employment resources and information.
- Local business and/or service information as space allows.

A limited amount of space on the Community Information table in the elevator foyer is available for distribution of print materials by community organizations. Materials should be limited to a small brochure (or similar sized) holder. The library is not responsible for brochure or sign holders or other receptacles left on the table. The library cannot be held responsible for returning materials to organizations.

The Digital Library Signage is reserved for Library events only.



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Space in the library newsletter is extremely limited. The library will prioritize postings sent by email that are high quality digital assets and meet the size requirements of our newsletter software. The library will prioritize postings that are:

- SAU events
- Events for organizations we are currently partnering with on programs and services
- Charitable events benefiting the community
- Public health related events or announcements
- Town department announcements or events
- Children's performances in the community
- Events furthering bipartisan civic literacy

Request for Reconsideration of Material on Bulletin Board or Information Table

Peterborough, NH residents who wish to request the withdrawal of material currently on the bulletin board or information table at the library are encouraged to discuss their concerns with the library director. If the resident is not satisfied with the response to their request, the director will provide the patron with a copy of this policy and a Request for Reconsideration form. When the director receives the completed form, they will evaluate the resource using the guidelines outlined in this policy. During the reconsideration process, the material will remain in place and may not be removed. The director will provide a timely written response to the patron making the request. If the patron does not agree with the Library Director's decision, they may appeal the decision to the Board of Trustees. The Board of Trustees' decision will be final.

Approved by the Board of Trustees, April 2, 2025.

Edited and approved April 24, 2025.