

DANBURY LIBRARY POLICY FOR POSTING COMMUNITY INFORMATION

As an essential city asset, the Danbury Library is committed to being:

- A welcoming destination
- Responsive to the varied needs of our city's diverse community
- A source of inspiration through words and ideas

In support of this mission statement, approved in 2007, the Danbury Library acts as a distribution point for handout materials for public awareness with a focus on community services.

All community information notices, signs, posters, flyers, brochures, newspapers, etc., promoting programs, events, or news will be posted on the Community Information board on the Lower Level of the library or the Bank Street Stairwell Information board. Postings are accepted from non-profit as well as for-profit groups if space allows. Individual political campaign posters, flyers, etc. will not be accepted for posting. Events and programs must be free to the public. No solicitations or sales of any kind are permitted.

Groups wishing to post items will leave them at the desk for Community Relations staff members to post. Posting of an item in no way implies endorsement of its content or of the group. Final authority for the postings rests with the Library Director. The Library reserves the right to remove inappropriate items from the Community Information boards at any time.

The maximum size of notices that can be submitted for posting is 8.5" x 11". Available space will determine the posting of this size notice. Notices may remain posted for up to four weeks, and those covering the greater Danbury area will be given preference. The maximum number of flyers or posters accepted is 2 per publication/event.

Approved by Library Board of Directors, 9/14/23