



Louttit Library

Bulletin Board Policy

Approved by the Board of Trustees on 12/16/25

Criteria

Due to space restrictions, priority is given to those materials most consistent with the mission of the Louttit Library. Listed in order of precedence, the following types of information may be posted:

- Materials from the Louttit Library and the town of West Greenwich.
- Postings of educational, social, civic, charitable, cultural, or recreational activities sponsored by non-profit West Greenwich organizations.
- Charitable endeavors by West Greenwich entities.
- Materials by non-profit organizations or by any government agencies with predictable interest to the residents of West Greenwich
- Materials announcing free community services, volunteer opportunities and lost pets.

Items that in the staff's judgment do not meet the above criteria, such as commercial, personal, solicitations, or political notices or petitions, will not be posted.

Posting Guidelines

All items must be reviewed and dated by Library staff; the library director has final approval on what can be posted.

Notices posted without authorization will be removed.

Notices will be left for approximately one month or until the event has passed. Postings without a specific date will be displayed for a reasonable length of time, as determined by the Library, and then removed and recycled.

Only Library staff may remove items posted on the bulletin board.

Due to limited display space, the Library reserves the right to restrict the size, number, and location of display materials. Library staff will make the decision about which items go on the board. Some approved items may not be posted due to space restrictions. Library staff reserves the right to select notices for events with the widest appeal; priority in posting will be given to Library and town events and programs.

No postings should be greater than legal 8 ½ x 14 size. Oversized posters may be rejected due to space limitations.

The Louttit Library will not preserve, return, or disseminate any materials posted.

Posted materials do not under any circumstances imply library endorsement or consent of content, nor does the Library accept responsibility for the accuracy of the statements made in such materials.