



Community Notices Policy

The Mystic & Noank Library gladly accepts flyers for public notice for posting on our bulletin boards. The Library also has a spot for informational booklets and flyers on a bookshelf in the stairwell. The Library staff is responsible for posting and rotating notices to keep current with local events, services, and town happenings. Due to space restrictions, priority is given to materials most consistent with the mission of the Mystic & Noank Library.

The bulletin board located in the hallway outside the Ames Room serves as a “catch-all” where folks can advertise their new business, a fundraising event, want ads, and more. Mystic & Noank staff will monitor and approve these postings. Due to limitations in space, the library will prioritize postings that align with its mission and may remove for-profit advertisements or notices without specific dates at any time.

The bulletin board above the main book display is reserved for library programming only.

The bulletin board above the copy machine is reserved for notices from community organizations and clubs, educational institutions, government agencies, and non-profit organizations. Postings that are of general interest to Mystic residents will also be posted here when space is available. The library may also post relevant or thematic information on this board.

To post a notice or flier on the Mystic & Noank bulletin board, patrons must stop at the circulation desk and drop off a copy. Library staff is responsible for monitoring bulletin boards and will post the material once it is approved.

Listed in order of precedence, the following types of information may be posted:

- 1) Materials from the Mystic & Noank Library, the Friends of the Library, and the towns of Groton and Stonington.
- 2) Postings of forthcoming or continuing educational, social, civic, charitable, cultural, or recreational activities sponsored by non-profit organizations.
- 3) Flyers, brochures, announcements, or schedules by nonprofit organizations of predictable interest to the residents of Groton or Stonington, or by any federal, state, or local government agency pertaining to services provided by the government to residents of Groton or Stonington.
- 4) Materials announcing free community services and volunteer opportunities.
- 5) Notices regarding lost pets, local for-profit events of general interest, local tutoring/babysitting/pet sitting services, and local business announcements.

Posting Guidelines

- 1) All items must be reviewed and dated by library staff at the circulation desk before being posted. Notices posted without authorization may be removed.
- 2) Only library staff may add or remove items posted on the bulletin board.
- 3) Notices will be left up for approximately one month. Postings without a specific date will be displayed for a reasonable length of time, as determined by the Library, and then removed and recycled.

- 4) Bulletin boards are to be used for posting single copies of an item. The bookshelf located in the Library's stairwell may be used for multiple copies of items.
- 5) Library staff will make the decision about which items will be posted, and where. 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 or those that align most closely with the Library's mission.
- 6) The Mystic & Noank Library does not assume responsibility for materials damaged or stolen.
- 7) The Mystic & Noank Library will not preserve, return or disseminate any materials posted.
- 8) Posting of materials does not imply library endorsement or consent; nor does the Library accept responsibility for the accuracy of the statements made in such materials.
- 9) Questions or concerns about the Community Notices Policy or about the content of a particular notice should be addressed to the Assistant Director.

Approved on: 11/29/2022

Revised: 10/24/2023

Mystic & Noank Library Board of Trustees