

The logo for Robert W. Barlow Memorial Library features a stylized archway over an open book, with a blue and green swoosh underneath. **Robert W. Barlow Memorial Library Public Notice Bulletin Board Policy**

**Reviewed and/or revised: 12/03/07**

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library staff will not be responsible for returning materials.