

## POLICY ON HANDOUTS AND PUBLIC NOTICES

1. No handouts, leaflets, notice, etc. shall be left at the library for distribution or posting without permission of the director or the library board.
2. No partisan political materials will be allowed. Notices of announcements of activities by 501(c)(3) organizations, government agencies and public notices from the Town of Southwick will be posted.
3. All notices must be 8 ½" x 11" or smaller.
4. Notices will be removed by the library staff following the date of the event or three (3) months. Items will be dated on the day received.
5. Any questions regarding this policy should be directed to the Board of Trustees in writing or in person at a regular meeting of the board.