



Hollis Social Library · 2 Monument Square · Hollis, NH 03049
Phone: (603) 465-7721 · Fax: (603) 465-3507 · hollislibrary.org

Distributing, Soliciting, and Public Posting Policy

The Hollis Social Library is a base for community information and allows the posting of community information at designated areas within the Library. Distributing, soliciting, and posting in the Library shall comply with the following:

1. The Hollis Social Library provides limited, designated space for, including but not limited to, community flyers, notices, posters, and publications. Posting or displaying of such materials by the Library is not intended to endorse the ideas, issues, or events promoted by these materials.
2. All materials must be submitted to the Library Director, or an authorized designee, for approval before being posted. Any materials found posted without approval will be subject to immediate removal.
3. Materials will be posted or displayed based on space available and, if relevant, proximity to the date of the event or program. Hollis organizations will be given priority.
4. Materials will be removed after stated event or program dates or, in the case of no stated dates, at the discretion of the Library Director or an authorized designee.
5. The Library assumes no responsibility for the preservation or protection of materials posted or submitted for posting.
6. Commercial advertisements/promotions, events, or materials for businesses or for-profit organizations shall not be permitted except for an event that a business is sponsoring for a non-profit organization or is co-sponsoring with a non-profit organization.
7. No organization or individual will be permitted to place in the Library any receptacle which solicits donations. No articles or products may be displayed for sale unless directly related to Library fundraising. No poster or display will be permitted which advocates or solicits consideration of any product or item sold by a commercial enterprise.
8. No materials, leaflets, or posters which advocate a candidate, political or otherwise, a religious denomination, or a commercial entity will be displayed.
9. No rental announcements or commercial job postings will be allowed.

10. No petitions of any kind will be allowed.
11. Exceptions to this policy may be made solely at the discretion of Library Director or an authorized designee.
12. The Library will endorse the sale of tickets and items, provided such sales are directly related to Library fundraising.
13. No non-library related materials will be placed on, kept at, or distributed from any public service desk or any area of the Library other than the designated areas.
14. The Library's exterior signs are generally only used to promote Library events. However, Town emergency messaging or other community messaging may be posted at the discretion of the Library Director.
15. Soliciting and canvassing of the public or Library staff is not permitted at the Hollis Social Library or on Library property.
16. Non-Library groups, organizations, and individuals who wish to post signs on the outside property surrounding the Library shall first contact the Director or an authorized designee. Permission to post these signs is not guaranteed, and signs that have been posted without approval shall be removed.

This policy will be reviewed and revised by the Hollis Social Library Board of Trustees as needed.

Approved: April 23, 1997

Reviewed/Revised: October 12, 2004, October 4, 2011; February 4, 2014; March 4, 2014; May 14, 2019

Reviewed By Legal: March 15, 2024