

Library Advertising Surfaces

The Merrimack Public Library will post community posters, flyers, and brochures on our community bulletin board located in the vestibule or will display such materials on designated surfaces in the Library based on the following limitations and liabilities:

1. All materials must be submitted to the Library Director, Head of Adult Services, or an authorized designee for approval before being posted. Any materials without the initials of the Library Director, Head of Adult Services, or an authorized designee and the date the material was reviewed may be subject to immediate removal.
2. Use of Library advertising surfaces shall be limited to non-profit organizations, schools, and government agencies. We do not allow the following to be posted: solicitation or canvassing materials; advertising individual business services; petitions or materials advocating the election of a candidate, political or otherwise.
3. Exceptions can be made at the discretion of Library Director, Head of Adult Services, or an authorized designee.
4. Materials will be posted or displayed based on space available and, if relevant, proximity to the date of the event or program. Merrimack organizations will be given priority for advertising space.
5. 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, Head of Adult Services, or an authorized designee.
6. The Library is not responsible for the accuracy or content of the material displayed.
7. The Library's exterior signs are used to promote library events. Town emergency messaging or other community messaging is posted at the discretion of the Library Director.
8. Non-Library groups, organizations, and individuals who wish to post signs on the outside property surrounding the Library should first contact the Director, Head of Adult Services, or an authorized designee. Permission to post these signs is not guaranteed, and signs that have been posted without approval will be removed.