

Montauk Library

COMMUNITY BULLETIN BOARD & FLAG POLICY

The primary use of the bulletin boards is for Library purposes. All materials must be submitted to and approved by the Library Director or their designee (all Department Heads). Unauthorized materials will be discarded.

When space is available, after the Library's own needs have been satisfied, community notices of a cultural, recreational, educational, or community service nature may be posted on an equitable basis, regardless of the beliefs or affiliations of those requesting space. Priority will be given first to the Library, the Board of Trustees, and the Friends of the Library, then to Montauk community organizations.

The following may not be posted or distributed:

- Notices of worship activities or materials of a religious nature
- Notices of political parties or candidates, or materials advocating for or against any candidate or ballot issue
- Posters, petitions, or notices advocating a position on public issues (although the Library may create its own display providing background information on such issues)
- Notices or advertisements from profit-making individuals or organizations
- Appeals for funds or membership, or solicitation boxes, receptacles, or canisters — except for Library purposes or with explicit Board permission
- Petitions

Posters announcing fundraising programs sponsored by local nonprofit organizations may be displayed if space permits. Organizations may be asked to submit a copy of their Tax Exempt Certificate.

Posting requirements:

- Materials must be non-commercial and non-religious in nature
- The name of the organization or group must appear on the item, along with a contact name and telephone number
- Materials may not exceed 11" x 17"
- Notices will be dated upon receipt and posted for a one-month period

- The Library reserves the right to restrict the size, number, and location of posted materials due to limited space
- All notices must be displayed in designated areas and are subject to applicable New York State regulations; notices that violate applicable law will not be posted or will be removed upon discovery

Disclaimer: Approval of any posting by the Library does not imply endorsement of the individual or organization, nor does it represent the views or opinions of the Library or its officers or employees. The Library assumes no responsibility for the content of notices, or for their damage, theft, or removal. All posted materials are the sole responsibility of the submitting organization or group.

All public bulletin boards shall bear the following notice: *"This exhibit is provided as a public service. The views or opinions expressed by individuals or groups displaying exhibits in the Library shall not be construed as the views or opinions of the Library or any of its officers or employees."*

Flag Policy: No flag other than the United States flag is to be flown on Library premises.

Approved by the Montauk Library Board of Trustees

May 18, 2026