

1. Notices must be approved by Library administration before posting. Welcome Desk/Circulation desk staff will submit your notice to administration. If something is put up without permission, it will be removed by Library staff.
2. Acceptable sizes for notices include 11"x17", legal size (8 ½" x 14") and 8 ½" x 11" or smaller. 8 ½" x 11" or smaller is preferred due to space constraints.
3. Notices may be posted for library events, tax-supported agencies, non-profit, civic, community groups, or entities with which the Library carries cooperative programs.
4. The following types of notices will **NOT** be posted:
 - Personals ads and notices
 - Notices of merchandise or **services** for sale (including tutoring, financial services)
 - Rental announcements
 - Profit-making establishment notices
5. Library staff will determine the frequency with which materials may be posted for the same group.
6. All materials will be initialed and dated by a Library staff member upon approval.
7. The Library cannot save notices to be returned to an organization.
8. If a notice does not include an end date (for example, a hotline number), it will be removed after two months in order to keep information up-to-date.
9. **Preference** will be given to events within our Library service area: Whippan Township, Lower Gwynedd and Ambler Borough.
10. **The Library reserves the right to make final decisions about notices posted on the Community Bulletin Board.**