

Library Bulletin Boards

The Peabody Institute Library is committed to disseminating information that is of general interest to the community and provides space for the postings from the City of Peabody to encourage an informed, engaged citizenry.

The use of the bulletin board does not in any way constitute an endorsement or sponsorship of a group's policies or beliefs by the Peabody Institute Library, its Board of Library Trustees or Library staff, or the City of Peabody.

In order for the citizens of Peabody to have an alternative, reliable way to receive notices from the City, the Library's bulletin board use is specifically intended for the dissemination of official information about the City of Peabody (ex. job descriptions, election and voting information, other City department events or classes, etc.). The Library will not post or consider any notices that do not originate from a City of Peabody department or official.

Postings for consideration will come directly from a City department and be received in the form of a physical flyer to be posted, or an email attachment from the official email account of a City Employee.

The Library will make every effort to post as many relevant postings; however, all postings are subject to space availability. Priority will be given to time-sensitive material and/or information whose audience is the entire City of Peabody (ex.: ballot information). Announcements may be posted up to one month before any advertised event. The Library assumes no responsibility for the preservation or protection of material posted. We can not guarantee the timely posting of requests made with short notice; all evaluations are subject to staff availability.

All requests for distribution or posting of materials should be directed to the Public Services desk for review and approval. Materials posted or left without Library authorization will be discarded. Requests will be evaluated periodically by designated staff with judgment calls made by the Assistant Director as necessary.

As approved by the Board of Library Trustees the 3rd day of April, 2023.