



Community Bulletin Board Policy
2/20/2019

Introduction

The Norfolk Public Library provides a community bulletin board in the Library lobby in order for local organizations to display information that meets the educational, informational and recreational needs of the community. This serves as a resource for the community to stay informed of upcoming events and workshops in the area.

Policy for Posting:

1. The Community Bulletin Board may not be used for commercial notices, advertising of retail or personal services, solicitation, or business cards. Only flyers from non-profit organizations or events that are free of charge may be posted.
2. Notices must contain the name, address and telephone number of the sponsoring person or agency, as well as the date of an event.
3. Flyer dimensions are restricted to 8 ½ x 11.
4. Notices will be removed when they are no longer timely, or when space is required for more current items.
5. The Library does not advocate or endorse the viewpoint of persons or organizations permitted to post information on the bulletin board. Complaints about the Bulletin Board Policy or about the content of a particular posting, should be addressed to the Library Director.
6. The Library accepts no responsibility for loss or damage to any item accepted for posting or for the accuracy of the information posted.

The Community bulletin board may be used for the following types of information:

1. Postings of forthcoming educational, social, civic, charitable, cultural or recreational activities.
2. Postings by nonprofit organizations, groups, agencies or by any federal, state or local government agency providing services to citizens.
3. Postings announcing community services and volunteer opportunities.

The Community bulletin board may not be used for the following types of information:

- Commercial notices, solicitations, business cards, job postings and retail advertising. An exception is granted for Town of Norfolk job postings.
- Notices of items for sale.
- Materials that support or oppose any political candidate.