



Community Bulletin Board Policy

POLICY: It is the policy of the Norfolk Public Library (NPL) to provide a Community Bulletin Board in order for local organizations to display information that meets the educational, informational and recreational needs of the community and serves as a resource for the community to stay informed of upcoming events and workshops in the area.

DEFINITIONS: None

PROCEDURE:

1. The NPL provides access to its Community Bulletin Board consistent with the American Library Association (ALA) *Library Bill of Rights*. Specifically, the NPL adheres to these provisions:
 - “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” (Article I)
 - “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” (Article II)
 - “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” (Article VI)
2. The NPL does not advocate or endorse the viewpoint of persons or organizations permitted to post information on the community bulletin board.
3. The NPL community bulletin board is located in the building vestibule.
4. The community bulletin board may be used to post the following types of information:
 - Postings of forthcoming educational, social, civic, charitable, cultural or recreational activities.
 - Postings by nonprofit organizations, groups, agencies or by any federal, state or local government agency providing services to citizens.
 - Postings announcing community services and volunteer opportunities.
5. The community bulletin board may not be used to post 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.

6. Notices must contain the name, address and telephone number of the sponsoring person or agency, as well as the date of an event.
7. Flyer dimensions are restricted to 8 ½ x 11.
8. Notices will be removed when they are no longer timely, or when space is required for more current items.
9. Complaints about the Bulletin Board Policy or about the content of a particular Community Bulletin Board posting should be addressed to the Library Director. Such complaints shall be submitted in writing.
10. Any individual who objects to the decision of the Library Director subsequent to filing a complaint about the content of a Community Bulletin Board posting is able to request a reconsideration of his/her decision by completing the Request for Reconsideration of Library Materials form pursuant to NPL Collection Development Policy. This is reviewed by the Trustees who make the final decision regarding all requests for reconsideration

REFERENCE: ALA *User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights* (retrieved from <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/exhibitsdisplaysbulletinboards>)

CANCELLATION: This policy cancels all previous policies, procedures, memorandums, messages, and directives on this subject.

APPLICABILITY: This policy applies to all NPL trustees, staff members, and patrons.

REVIEW DATES: Reviewed and adopted 2/20/19; reviewed and adopted 2/26/20

APPENDIX I

Media	Duration	Media	Duration
Books	4 weeks	New DVDs, Marquee Movies, Christmas DVDs	3 days
New Books	2 weeks	DVDs	2 weeks
Summer reading books	2 weeks	New DVD series	1 week
Juvenile Holiday books	2 weeks	Juvenile Book CD Kits	4 weeks
Magazines	2 weeks	Reference books	1 week
Music CDs	2 weeks	Museum passes	Overnight
Audiobooks	4 weeks	Bakeware	Up to 2 weeks
E-reader devices	2 weeks	Wireless Hot Spot	Up to 14 days
Stuffbrary	2 weeks	Electronic Games	2 weeks

Loan Periods

Wireless Hotspots:

- Borrower must be 18+ years of age. Checkout period is 14 days.
- Unlimited data usage.
- Overdue fine \$10.00/day. Replacement cost \$125.00 for device. \$30 for charger and/or cord. \$15 for case.
- No renewals. 7 days after returning, if device is available, it may be checked out again.
- No holds allowed. Cannot be put in transit. Check with Circulation Desk to put name on waiting list.
- Norfolk residents are given preference.
- Device, charger, charger cable instructions and pouch must be returned to a librarian at the Circulation Desk.
- DO NOT return device in the Book Drop. There is a \$10 fine for devices returned in the book drop.
- Due to high demand, patrons who fail to return a device on-time will be prohibited from checking out a device for a 30-day period. Patrons who fail to notify the library of a cancelled reservation on two occasions will have device reservation privileges revoked for not more than six months. These patrons and members of their household will, however, only be permitted to borrow a device based on walk-in availability.

Bakeware:

- 1 renewal allowed
- No holds allowed. Cannot be put in transit.
- Do not return in the Book Drop Must be returned to NPL's circulation desk
- \$5 fine assessed if returned dirty

Fines/Fees

Materials not returned by their due date accrue fines and fees according to the following schedule:

Media	Charge per day	Maximum Fine	Lost Material Processing
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			Fee
Juvenile Books	\$.10	\$3.00	\$5.00
Mass Market Paperbacks	\$.10	\$3.00	\$5.00
Magazines	\$.10	\$3.00	\$5.00
Adult Books	\$.10	\$5.00	\$5.00
Young Adult Books	\$.10	\$5.00	\$5.00
Reference	\$.10	\$10.00	\$5.00
Audio Books	\$.10	\$5.00	\$5.00
Music CDs	\$.10	\$5.00	\$5.00
Juvenile Book Kits	\$.10	\$5.00	\$5.00
Juvenile DVDs	\$.50	\$10.00	\$5.00
DVDs	\$1.00	\$10.00	\$5.00
E-Reader devices	\$1.00	\$10.00	\$5.00
Museum Passes	\$5.00	\$15.00	\$5.00
Wireless Hot Spot	\$10.00	Cost of replacement	\$5.00
Bakeware	\$.10	\$5.00	\$5.00
Stuffbrary	\$5.00	\$30.00	\$5.00
Electronic Games	\$2.00	\$10.00	\$5.00
Marquee Movies	\$2.00	\$10.00	\$5.00

Limits

Number	Item	Exceptions
30	Items within Guidelines below	
3	Books per subject for school projects	
6	Audio Books	
1	E-Reader device	
2	Museum pass per household per day. Non-residents must have SAILS Library card.	
1	Wireless Hot Spot	

APPENDIX II

Liability Waiver

In consideration of my or my child's use of the equipment lent by the Norfolk Public Library through its Equipment Borrowing Program, I hereby voluntarily release, discharge, waive and hold harmless, on behalf of myself, my heirs, executors, administrators, and assigns, the Norfolk Public Library, and its employees, officers, agents and assigns, the Board of Library Trustees, and the Town of Norfolk and its employees, officers, agents and assigns, from any loss, damage or injury to persons or property arising from the equipment, whether arising through the Library's negligence or imposed by law. In no event shall the Library be liable to me for indirect, consequential or special damages, including without limitation, lost use, revenue or profits.

I agree to indemnify and hold the Library and its employees, officers, and agents, harmless from and against all liabilities, claims, actions, proceedings, damages, losses, costs and expenses, including attorney's fees, for all injuries or death or any person, or damage to any property occurring or arising from or connected with, directly or indirectly, my possession, use and return of the equipment.

No warranties, expressed or implied, including without limitation suitability, durability, fitness for a particular purpose, condition, or quality have been made by the Library, directly or indirectly in connection with the equipment. I am borrowing the equipment "as is". I acknowledge that I have examined the equipment and that its condition is acceptable. I agree to keep and maintain the equipment in good condition, use it in a careful and proper manner, and to comply with all manufacturer recommendations, applicable laws and regulations.

I understand that the Library does not provide supervision or instruction for use of the equipment. I understand and acknowledge that use of the equipment may involve risk of serious injury, including permanent disability and death. I agree to refrain from using the equipment in a manner inconsistent with its intended design and purpose.

I have read this Liability Waiver and have signed it voluntarily. I understand that I am giving up substantial rights by signing it.

I have read this entire document, and my signature below indicates my agreement with the above statements.

Signature: _____ Date: _____

Description of equipment to be borrowed:

Library employee signature: _____ Date: _____

One copy to borrower. One copy to be retained by the library.