



## 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 2/20/2019; reviewed and adopted 2/26/2020; reviewed and adopted 2/18/2021; reviewed and adopted 2/17/2022