



## **Newburyport Public Library Community Posting Policy**

The Newburyport Public Library (NPL) provides space on its public bulletin board(s) for local announcements that are of general informational, educational, and cultural interest to its patrons.

The purpose of this policy is to establish guidelines for community postings. Posting of a notice or placement of materials in a display area does not imply endorsement or disapproval by either the Library staff or Library Board, nor will the library accept responsibility for the accuracy of the statements made in such materials. The Library is not responsible for the loss of or damage to any items on display.

### Guidelines

The community bulletin boards may be used for posting the following types of information:

1. Materials from the NPL, the Friends of the Library, and the City of Newburyport.
2. Postings of forthcoming or continuing educational, social, civic, charitable, cultural, or recreational activities.
3. Flyers, brochures, announcements, or schedules by nonprofit organizations, groups, or agencies, or by any federal, state, or local government agency pertaining to services provided by the government to citizens.
4. Materials announcing community services and volunteer opportunities.

Organization contact information must be included on posted materials.

The community bulletin boards may not be used for the following types of information:

1. Materials that support or oppose any political candidate, political party or ballot measure.
2. Materials that support or oppose a specific religious conviction.
3. Commercial notices, solicitations, business cards, job postings and retail advertising.
4. Personal notices of items for sale.
5. Personal solicitations for fundraisers.

The Library reserves the right to maintain separate displays for bulletin boards for Library events and information. The library reserves the right to restrict the size, number, and location of display materials. Anything posted on walls, doors, or windows will be removed. Postings may be limited at discretion of Library staff to one posting per organization monthly. Postings will be removed by Library staff.

#### Procedure

Materials must be submitted to Borrower Services Library staff for review, under the direction of the Head of Borrower Services, and, if necessary, at the discretion of the Head Librarian. A Borrower Services Library employee will be designated by the Head of Borrower Services to review and post materials. Materials left for Library consideration are considered donations and will not be held or returned. Items will be dated on receipt. In general, announcements of events may be posted within one week of receipt and no more than 30 days before the event(s), and will be removed immediately thereafter. Items that do not advertise a specific date or event will be removed when space for more current announcements becomes limited. Some approved items may not be posted due to space restrictions. Items posted without permission will be removed. Excessive postings will be removed at staff discretion.

***NPL : approved by NPL Board of Directors, February 15, 2023***