

11.04 BULLETIN BOARD POLICY

LIBRARY

Enabling Legislation: Library Board Action

Date Adopted: 06/19/95

Revised: 08/08/12, 03/08/23, 09/11/24, 5/14/2025

PURPOSE

The bulletin board at the Northfield Public Library is intended to provide a space for the posting of community-oriented information.

To ensure that the board is used effectively, the following guidelines are established:

- Materials must be submitted to library staff for approval before being posted. The library reserves the right to refuse any material that is deemed inappropriate or not in compliance with the policy.
- Materials may be posted for a maximum of two weeks. After that time, postings will be removed.
- Only postings for free events are permitted, unless the events are offered by nonprofit organizations, in which case they may charge a fee. No postings for commercial purposes or personal gain will be allowed.
- The bulletin board is for community-oriented events and announcements only. Materials promoting items for sale, political candidates, or for-profit businesses are not allowed.
- Postings should not exceed the maximum size of 8.5" x 11".
- The library staff will remove any material that is outdated, posted without approval, or no longer relevant.
- Library staff are not responsible for any damage or loss of materials posted on the bulletin board.

By using the bulletin board, individuals and organizations agree to abide by the policies outlined above.

Pamphlets or informational brochures from publicly supported and non-profit agencies may be distributed at the library on the shelves provided below the bulletin boards. Library staff may accept single issues of newspapers or newsletters from groups according to the library's standards for collection development (see 11.03 Collection Development Policy) and make them available for public use in an appropriate location.