TOWN OF NEWBURY
NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803
NEW HAMPSHIRE
INCORPORATED 1778
P.O. Box 245
NEWBURY 03255

TITLE: BULLETIN BOARD	POLICY # 14

Adopted By: Library Board of Trustees	Revision Number: 3
Approval Date: *Adopted September 12th, 2016*	Revision Date: *December 13, 2023, May 13, 2025, 6/10/2025*

1.1 PURPOSE. The Newbury Public Library provides a public bulletin board for the posting of information that meets the educational, professional, and recreational needs of the community. The Library gives priority to notices and programs that serve the community of Newbury and the greater Kearsarge area.

1.2 POLICY. The following applies to the public bulletin board, and all counter space below the bulletin board:

- The bulletin board is open to organizations engaged in educational, cultural, intellectual, or charitable activities. For-profit companies and individuals may also post notices that are consistent with the policy statement above. The Library does not advocate or endorse the viewpoints of any group or individual displaying material. The Library welcomes a broad spectrum of opinions and a variety of viewpoints.
- Priority will be given to notices from the Library and the Town of Newbury. All other notices will be posted as space permits.
- Designated staff must approve all notices, posters, and brochures. Only the designated staff may post or remove items from the bulletin board. Once notices are removed, they are discarded.
- Notices should generally be no larger than 8 1/2" x 11", but larger notices will be considered, space permitting. Larger posters may be on display for a shorter period of time, due to space needs.
- Notices may be posted for up to 1 month before the date of the event. Notices that are not date-sensitive may be posted for up to 1 month, space permitting; each notice will be marked with the date it was posted. Notices will be removed and discarded following the date of event, or when space is required for more current

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items.

- Notices posted or left on tables without authorization will be discarded.
- Members of the public are not permitted to post or remove notices. Only authorized Library personnel or volunteers may post or remove notices on the Library bulletin boards.
- The Library periodically allows community groups to leave collection containers for community initiatives, such as the School Supply Drive. Any receptacles for donations must be approved by the Library Director. Monetary donation boxes must be approved by the Trustees.
- The Library does not censor or remove a flyer because some members of the community may disagree with its contents. Those who object to the content of a flyer may submit their complaints, which will be judged according to the policies established by the Library.

1.3 RECONSIDERATION PROCEDURE.

- Written requests for removal of notices shall be submitted to the Library Director. Forms for such requests are available at the circulation desk. See APPENDIX for Request for Reconsideration form.
- The Director will form a Reconsideration Committee, who will meet to consider the request. During reconsideration, no change will be made to the posting.
- The Reconsideration Committee will review the patron's request and the merits of the posting, bearing in mind the Library's mission statement and the Bulletin Board Policy. After evaluating the complaint and any other relevant information, the committee will submit to the individual or group a written decision within 60 days of receipt of the Request for Consideration.
- Those individuals may appeal against the decision of the Reconsideration Committee to the Library Trustees.
- The decision of the Trustees is final.