

## **PUBLIC USE OF LIBRARY BULLETIN BOARDS AND LITERATURE DISSEMINATION FACILITIES**

### **Facilities**

**Bulletin boards** covered by this policy (the “**Bulletin Boards**”) consist of one board on the wall between the double-entrance doors from the Rosemary Street parking lot, (the “**Library Bulletin Board**”) and one board on the wall to the left of the Community Room entrance (the “**Community Bulletin Board**”).) All other bulletin boards in the public service areas of the library, including the electronic bulletin boards, are for library use and selected municipal announcements only.

Literature dissemination facilities covered by this policy consist of one literature rack located under the electronic bulletin board at the Rosemary Street entrance (the “**Community Literature Rack**”) The library’s other literature racks, located throughout the building, are reserved for library information.

### **Policy**

In support of its **Mission Statement**, “**The Needham Free Public Library provides access to materials, resources, and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community,**” the “free speech” provisions of The Constitution of the United States, and the policies set forth in the Library Bill of Rights and its subsequent interpretations, the Board of Library Trustees permits public use of the **Bulletin Boards** and **Community Literature Rack** as a public service to make information available to the community concerning local news and events. Although it makes space available, the library neither advocates nor endorses the viewpoints expressed in the materials displayed or passively distributed, nor does it assume responsibility for the accuracy of the information they contain. Inquiries regarding specifics contained in the literature should be directed to the individual or group that generated the literature and not to the library.

The **Library Bulletin Board** is reserved for use by the library, including the Friends of the Library and the Library Foundation of Needham; the Town of Needham; and Needham nonprofit organizations.

The **Community Bulletin Board** and **Community Literature Rack** may be used by local groups, individuals, or businesses, provided that their materials meet the Regulations below.

There is no charge for approved Bulletin Board postings or passive distribution of materials on the Community Literature Rack.

## Regulations

1. All items for posting or passive distribution must be identified with the name/contact number of the group, business, or individual disseminating the information.
2. Items for the **Library Bulletin Board**, the **Community Bulletin Board**, and the **Community Literature Rack** must be submitted at the Circulation Desk, allowing three business days for review and posting/placement. Items for the Bulletin Boards will be date-stamped and posted by the library staff. Items not stamped will be removed and discarded. Items for the **Community Literature Rack** will be placed there by the library staff.
3. Items for the **Bulletin Boards** and the **Community Literature Rack** are required to support the needs of the community in keeping with the Library's Mission Statement, quoted in the "Policy" section above. Political campaign materials are not allowed.
4. Due to limited space, library announcements, then Needham events and information will be given preference, posters that exceed 8 ½ x 11 inches may not be accepted, and approved material that has been posted on the Bulletin Boards for more than one month or which is no longer timely will be removed. Similarly, materials approved for passive distribution on the Community Literature Rack will be made available for 5 – 90 days, depending on the date range of the event or nature of the material, space availability, and the number of copies supplied to the library.
5. Organization members, business representatives or individuals may not actively distribute literature to library patrons or recruit members inside the library building.

## Procedures

A Circulation Assistant will determine whether material submitted is in compliance with the library's policy and regulations. In case of dispute, the party submitting the material may appeal the Circulation Assistant's decision to the Library Director, whose decision shall be final.

The Circulation Assistant shall:

- Date stamp items and decide where to place items.
- Keep bulletin boards and literature dissemination areas neat
- Remove out-of-date or unauthorized materials

Approved, October 1996,

Amended, July 1998, September 2000, August 2005, March 12, 2013

Amended and restated in its entirety November 15, 2016