

Newbury Public Library Policies

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"Be a little careful about your library. Do you foresee what you will do with it? Very little to be sure. But the real question is, What it will do with you? You will come here and get books that will open your eyes, and your ears, and your curiosity, and turn you inside out or outside in."

--Ralph Waldo Emerson

[American Poet](#), [Lecturer](#) and [Essayist](#), [1803-1882](#)

Section I. Circulation

CHECK-OUT PERIODS. All circulating materials are checked out for two weeks, except that InterLibrary Loans to other libraries are checked out for six weeks.

RENEWALS. Patrons may renew materials. Renewals may be made in person, by telephone, or by e-mail or via the library website. Renewals may be limited at the discretion of the librarian.

NON-CIRCULATING MATERIALS. Non-circulating items include certain reference materials, current periodicals, and portions of the New Hampshire collection (including town reports). The use of other library materials may be limited at the discretion of the librarian.

RESERVATIONS. Patrons may reserve materials. Patrons are notified by telephone or e-mail when materials become available. Reserved materials are held for a reasonable period.

FINES. The Library does not charge fines for overdue materials, but accepts contributions when offered. A container on the circulation desk is available to receive contributions.

LOST OR DAMAGED MATERIALS. Lost or damaged materials are paid for by patrons. Once paid for, damaged materials become patrons' property.

OVERDUE MATERIALS. Notices are ordinarily sent to patrons with materials that are two months overdue. Subsequent notices are sent at the discretion of the librarian.

Patrons with long-overdue materials shall not be permitted to check out additional materials until the materials have been returned or the Library has been paid for them. Patrons who have made sustained attempts to find the materials, even though they insist that they have returned the materials, and who refuse to reimburse the Library may be restricted from

checking out any materials; or they may be limited to checking out two books at a time, at the discretion of the librarian.

If materials are six months overdue, notices demanding return or payment are sent. If materials are a year overdue, final notices, including the text of RSA 202-A:25 may be sent by certified mail or hand-delivered by the police. RSA 202-A:25 states:

Any person who willfully detains any book, newspaper, magazine, manuscript, pamphlet, publication, recording, film, or other property belonging to or in the care of any gallery or museum of any state, public, school, college, or other institutional library, may be given written notice to return it, which shall bear upon its face a copy of this section, mailed by certified mail to such person's last address or delivered by a person designated by the lawful custodian of such property; and if such person shall thereafter willfully and knowingly fail to return such property within 15 days after such notice, the person shall be guilty of a violation.

Copies of final notices may be sent to the chief of police. In extreme cases, the Library may seek recovery in small claims court.

Amended September 2005 and October 6, 2008.

Section II. InterLibrary Loans

Newbury Public Library is committed to the principles of InterLibrary Loan (ILL) set out in the New Hampshire InterLibrary Loan Protocol Manual (1999), as revised. Except as set out below, the Library does not charge fees to its patrons or to borrowing libraries for InterLibrary Loan service. The Library complies with all copyright laws with respect to photocopies. Materials may be delivered by the state library's van service, by mail, or in person.

BORROWING. Any patron except short-term visitors may request to borrow materials not available in the Library's collection. The Library will promptly attempt to borrow first from any lending library inside the state, but, if the material is not available in-state, then from outside the state, except that non-print materials will not be requested from out-of-state. The Library will attempt to borrow from libraries that do not charge fees, and will request notification of fees from lending libraries before materials are shipped. When fees are unavoidable, patrons will be given the option of paying the fees or canceling the requests.

Materials obtained through InterLibrary Loan are lent to Newbury Public Library's patrons for two weeks. Renewals may be possible within the loan periods granted by lending libraries. The Library will restrict materials to in-house use if so requested by lending libraries.

LENDING. Newbury Public Library will promptly lend available materials to other New Hampshire and United States libraries upon request, except for materials in demand or in use by Newbury Public Library's patrons, and certain rare or local materials that do not circulate. Materials loaned to other libraries will be allowed a loan period of six weeks, and may be renewed for another six weeks if there are no local requests for the materials.

Requests for loans will be accepted from libraries by e-mail, ALA form, fax, telephone, or the NH Automated Information System.

Adopted April 13, 2004; reviewed June 8, 2009; amended August 6, 2012

When a patron has lost or damaged a book that Newbury Public Library has borrowed through the InterLibrary Loan program, the Library will report the loss to the lending library and offer to send a replacement book. If requested by the lending library, the Library will also pay a reasonable processing fee. Except under extenuating circumstances the Library expects its patrons to reimburse the cost of the replacement book and processing fee.

Adopted September 2012

Section III. Internet Access and Computer Use

MISSION STATEMENT FOR INTERNET USE. Internet access at Newbury Public Library is an extension of the library's commitment to meeting the community's information needs.

ACCEPTABLE USE. Newbury Public Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. The internet is a world-wide community with a highly diverse user population and it is the patron's responsibility to use this resource wisely. Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, not the Library Trustees or library staff, are responsible for the internet information selected and accessed by their children.

Library internet workstations must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment. Computer and internet settings may not be changed by patrons. The workstations cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, New Hampshire, or local laws.

Certain material on the internet is copyrighted. It is the patron's responsibility to be aware of copyright notices, and to respect the copyright laws of the United States.

SEXUAL CONTENT. (NH Criminal Code Title LXII Chapter 650 -Obscene Matter)

Newbury Public Library is committed to providing an environment free from sexual harassment. Displaying sexually harassing material on screens or printer is prohibited. Also, accessing sexually explicit or obscene materials is expressly prohibited.

Patrons using the Newbury Public Library network, whether on hard-wired machines or their own laptops, are bound by the same restrictions regarding sexually harassing material and sexually explicit or obscene materials.

LIMITATIONS ON COMPUTER USE. At the discretion of the library staff, access time on library computers may be limited during busy service periods. The workstations may not be used for commercial activities.

PRINTING. Printing will be free for school reports (grades k-12). Limited black-and-white printing will be free. Printouts over five pages in length and all color printouts not for school reports will

incur a charge. Donations will be accepted, or a fee of 10 cents per page in black and white and \$1 per page in color will be requested. The printers shall not be used for bulk copying.

NOTES:

--Internet access may not be available due to technical problems.

--Newbury Public Library cannot be responsible for the quality or accuracy of any information found on the internet.

--Internet access will be denied to anyone breaching this use policy.

Amended April 14, 2009

Section IV. Patron Privileges

IN-HOUSE USE. Within the library building, the use of Newbury Public Library's resources is free to all, regardless of place of residence.

STAFF USE. Library staff members have free borrowing privileges.

RESIDENT USE. Borrowing privileges are free to all residents of Newbury and Bradford.

NONRESIDENT USE. Newbury property owners who reside elsewhere and students in the Kearsarge Regional School District have free borrowing privileges.

Property owners who rent or lend their homes to others may authorize the property users as borrowers on their registration if the property owners agree to be responsible for lost or damaged materials. This authorization can be done by the property owner in person or with a signed letter delivered to the library.

FEE-FOR-USE. Persons other than those described in Paragraphs 2, 3, and 4 above may purchase borrowing privileges for \$30 per year.

Visitors to Newbury may apply for borrowing privileges for a period of up to two months for a fee of \$10. Checkouts will be limited to 5 items at a time.

REGISTRATION. All patrons who borrow materials must be registered on the library's automated system. Such registration shall include name, mailing address, telephone number(s), and e-mail address. Children under the age of 18 must have a parent or guardian co-sign the registration form as the responsible party. Any family member may be registered under the family's name. Forms will be filled out to register, and proof of identity as well as residence or property owner status will be required.

Amended January 14, 2014

Section V. Disruptive Patrons

AUTHORIZATION. The Library Director and her staff shall have the authority to ask a patron to leave the Library if the patron's behavior, poor hygiene, or heavy use of scents is disruptive or offensive to other patrons, or to restrict the time such patron may remain in the Library. That

authority is derived from New Hampshire RSA 202-A:6, in which the Library Trustees have the “entire custody and management of the public library.” Under RSA 202-A:11,1, the Trustees “adopt by-laws, rules and regulations for its own transaction of business and for the government of the library.” The Newbury Library Trustees base their policies on that statute.

FIREARMS IN THE LIBRARY. New Hampshire law permits the possession and use of firearms. It is understood that some patrons of the Library may carry a concealed weapon into the library. Some patrons may be disturbed by this practice, but the Trustees hope that patrons armed for self-defense use common sense when bringing firearms into the Library. Any person who uses a gun in the Library to intimidate or threaten a patron will be immediately reported to the police.

APPEALING A DECISION. Patrons who are asked to restrict their activity in the Library, or who are asked to leave for good and sufficient reason, by library staff, may appeal that decision. A hearing before a mediator will be set and the individual will present the case. Any decision by the mediator will be binding and final. Mediation costs will be shared equally by both parties.
Adopted June 8, 2009; amended November 5, 2012

Section VI. Unaccompanied Minors

Newbury Public Library welcomes children to use its facilities for customary library activities. However, responsibility for children using the Library rests with the parent, guardian, or assigned chaperone, not with library personnel. Parents need to be aware that the public library as an institution does not have legal “provision of care” responsibilities. For the protection and well-being of children enjoying the Library, the following policy shall apply:

--Children 10 years of age or younger must be accompanied and supervised by an adult or a teenager (16 years or older). In special situations such as children’s events and reading programs, a child 6 years of age or older may attend a program unaccompanied. However, responsible parties must remain in the building while a child 5 years of age or younger is attending a program.

--Disruptive young people will be asked to leave the Library.

--Library staff cannot provide food, transportation, or money to children.

--Library staff cannot take legal responsibility for a child in a medical emergency.

--If an unaccompanied child is in the Library at closing time, the police will be contacted, if deemed necessary.

Adopted February 12 2008

Section VII. Operation and Rules

HOLIDAY CLOSINGS.

The Newbury Public Library shall be closed on New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, and Christmas Day.

Adopted February 7, 2006

PETS.

Pets are prohibited in the Library. *Adopted January 9, 2006*

Amended October 22, 2013 to rescind ban on food and beverages in the Library.

MUSEUM PASSES.

Patrons may reserve a museum pass for a specific day, in person, by phone, or via the library website, up to 3 months in advance. Passes may be picked up three days or less before the date on which they will be used. Passes must be returned in person or drop box (inside large envelope provided by staff) within two days after the date they were used.

If another family has reserved the same pass and has been inconvenienced by a patron's failure to return the pass on time, the delinquent patron shall be charged \$25.

If a patron loses a museum pass, the patron shall be charged for a replacement pass.

Adopted April 8, 2010

YOUTH PROGRAMS BEHAVIOR POLICY.

BEHAVIOR EXPECTATIONS AND DISCIPLINARY RESPONSES

The Newbury Public Library encourages positive behavior that allows for a safe environment for all students.

BEHAVIOR EXPECTATIONS: COMMUNITY STANDARDS

We ask that all members of our youth programs respect Community Standards while at the library.

With your voice:

- Use indoor voices.
- Consider other people's feelings before you speak.
- Use appropriate language.
- Respect other people's conversations.

With your body:

- Walk, please!
- No biting or fighting, please!
- Be careful with other people's things.
- Be respectful of and careful with library property and library furniture.
- Stay in the Children's Room until a parent picks you up.
- Please keep the bathroom clean.
- Computer use is not allowed during the program.

With your mind:

- Always ask this question: "Would I like it if someone did that to me?"
- Listen to and follow directions of any staff member or program volunteer.

Possible consequences of inappropriate behavior

- Discuss with a program advisor how you can solve the problem that you created.
- The Library will contact your family if you can't solve the problem on your own.

PARENT/GUARDIAN AGREEMENT

A parent or guardian of every child registered and enrolled in a youth program is required to sign the Parent/Guardian Agreement as part of the registration process.

I have discussed the policies of the Youth Program with my child.

Child Name _____ Program Attending _____

Parent/Guardian Name _____ Phone _____

Parent/Guardian Signature _____ Date _____

Adopted October 26, 2015

LIBRARY STORM CLOSINGS.

The Library may be closed when there is a power failure, school is canceled, and as storm conditions warrant. If town and Library personnel cannot keep Library walkways, driveway, and parking lot sufficiently clear, particularly in conditions of ice, freezing rain, or heavy snowfall, the Library will be closed.

Adopted December 2, 2009; amended January 14, 2014

TRUSTEES MEETINGS.

Newbury Library Board of Trustees meetings shall be open to the public as described in the NH Open Meeting Law (RSA 91-A:2). Notice of meetings shall be posted in at least two public places at least 24 hours beforehand. Minutes of meetings shall be available at the Library within five days of the meeting for public scrutiny.

Adopted Nov. 5, 2012

VIII. Donations, Gifts and Collections

DONATED MATERIALS. If donated materials are new or are of special interest to the community, Newbury Public Library may add them to its collection. Otherwise, the Library reserves the right to make whatever disposition it deems advisable, including sale as a fundraiser. The library gladly accepts items that are in merchantable condition. The rules:

YES, PLEASE:

Hardcover fiction and non-fiction

Trade and mass-market paperbacks

Travel books – current year only

Audio books on CD*

DVDs*

Gently used children's books

*Must be operable and include casing with artwork

SORRY, NO:

Textbooks

Audio books on cassette, VHS tapes

Music

Software
Puzzles
Leftovers from book sales
Journals/magazines
National Geographic magazines
Encyclopedia sets
Reader's Digest Condensed Books

PROHIBITED. Materials that are dirty, moldy, smelly, or water damaged, or have yellowed pages, missing covers or pages, excessive markings, or damaged bindings or pages.
Adopted February 12, 2008

Personal Donations. In accordance with NH RSA 202-A:4-d, Acceptance of Personal Property Donated to Libraries:

--Newbury Library shall retain the right to accept or refuse any non-monetary gift offered to the Library. This may include but is not limited to furnishings, artwork, computers, equipment, books, videos and audio books, plants, lighting, and children's toys.

--The Library will accept only those items that will serve a useful purpose in the Library.

--The Library retains the right to dispose of any items it has accepted if those items no longer serve a useful purpose, if they become unusable because of damage or wear, or there is no longer space for those items to be used. The Library shall have no obligation to inform the donor of its intent to dispose of the items. *Adopted June 4, 2012*

COLLECTION OF FUNDS BY ORGANIZATIONS. Town associations such as the Conservation Commission, the Recreation Committee, the Newbury Beautification Committee, and the Friends of Newbury Public Library may, with the permission of the Library Director, sell or distribute materials on library property. Outside organizations may not do so without permission of the Board of Trustees. *Adopted September 15, 2008*

Section IX. Privacy and Confidentiality of Information

GENERAL STATEMENT OF POLICY. Newbury Public Library will protect the privacy of all patrons with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted. Accordingly, the Library will treat as confidential all records containing users' personal identifying information.

WHEN RELEASE OF INFORMATION IS REQUIRED BY LAW. RSA 201-D:11 identifies the circumstances under which a New Hampshire public library must disclose information about a user to a third party. Those circumstances are (1) when requested or authorized by the user, (2) pursuant to a subpoena, (3) pursuant to a court order (including a search warrant), or (4) when otherwise required by statute. Newbury Public Library will limit disclosures of such information to these four circumstances and to the extent necessary for the proper operation of the Library.

THE USAPATRIOT ACT. One of the situations in which Newbury Public Library may be "otherwise required by statute" to disclose user information arises under the federal statute entitled the "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USAPATRIOT) Act of 2001. Under the USAPATRIOT Act, federal authorities may obtain an order from a special federal court (the Foreign Intelligence Surveillance Act Court) to access the records of a public library. If Newbury Public Library were served with such an order, the Library could be required to give the federal authorities user information and would be prohibited from disclosing that fact to the user.

WHAT ACTION THE LIBRARY WILL TAKE. When a member of the library staff is served with a subpoena or court order purporting to require the disclosure of user information, or if the staff member is otherwise approached by law enforcement authorities in connection with his or her work at the Library, the staff member shall immediately refer the matter to the Library Trustees. It is the responsibility of the Trustees to handle all such inquiries from law enforcement authorities. When possible, Trustees shall seek the advice of counsel before complying with any court order or subpoena requiring the release of user information.

WHAT USER INFORMATION THE LIBRARY WILL KEEP. Because Newbury Public Library respects the privacy of its users, it is the policy of the Library to maintain user-specific information including:

--The name, address, telephone number and e-mail address of each person or family with circulation privileges.

--A record (if any) of the current and immediately preceding borrower of each of Newbury Public Library's bar-coded materials.

--Records of InterLibrary Loan transactions and the Library's non-bar-coded materials.

PATRONS LIST. Newbury Public Library's patron list will not be available to any commercial enterprise.

Adopted February 1, 2000; reviewed August 18, 2008

STATISTICAL INFORMATION. The library keeps ongoing statistical information about library use. Such statistical information does not identify specific users.

Adopted June 16, 2004

COLLECTION AND USE OF E-MAIL ADDRESSES. Patron e-mail addresses gathered from Newbury Library's website shall be used only by the Library and the Friends of Newbury Public Library for library-related activities. They shall not be used for any other purposes nor shared with any other organization or individual.

Patrons can unsubscribe to library e-mails at any time. They may highlight the "unsubscribe" link at the bottom of each e-mail.

Adopted June 4, 2012

Section X. Collection Development & Reconsideration of Materials

Collection Development Policy

Purpose Statement

The purposes of this policy is to guide staff in the selection of materials; to fulfill the mission of the library and to inform the public about the scope and nature of the library's current collection, as well as the collecting priorities which will shape the depth and breadth of the library's future collection; to serve as a tool to train new staff, aid in selection, weeding, and evaluating the collection, and as a rationale for budget allocations. This policy will be reviewed and revised by the Newbury Public Library Board of Trustees as needed.

Mission Statement

The Newbury Public Library is a free public library that serves the Newbury community and students of the greater Kearsarge School District. The library's aim is to provide a current, useful collection of materials that is representative of different points of view, and that is of educational, informational, and recreational value to the library's users.

Access

The Newbury Public Library provides equal access to all library materials for all library users. Some materials may not be suitable for all ages, in which case the parent or guardian is responsible for what a child under 18 checks out on his or her card.

Selection Authority

The responsibility and authority for selection of all print and non-print material purchased by the Newbury Public Library ultimately rests with the Library Director, in accordance with the policy direction of the Trustees. The Director may delegate the selection and weeding of materials in selected areas to other members of the library staff. Patron requests for specific materials will be considered, but purchasing those materials is ultimately the decision of the Library Director, who will look at the item within the context of the selection criteria outlined in this policy.

Selection Guidelines:

Major factors that influence the selection of library materials (which include print books, audio books, and DVDs) are:

- Content
- Authority
- Literary merit, artistic quality, originality, and creativity
- Accuracy, currency, objectivity, clarity, logic, and effectiveness of material
- Relevance to the needs of the community
- Current interest in subject matter
- Local interest in subject or author, and school curriculum

- Popular demand
- Limits of space and funds

The Library does not purchase textbooks to support educational curriculums. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective.

Periodicals are added to the collection on the basis of relevance and community interest.

Audiovisual materials such as DVDs and Audiobooks are added to the Library's collection with consideration to patron demand and budget constraints.

The library reserves the right to not purchase all works by an individual author.

All criteria need not be met for purchase consideration.

Collection Maintenance:

In order to provide the best service to our community the collection is regularly evaluated. To keep the collection fresh and relevant the Library maintains a schedule of evaluation. The Newbury Public Library subscribes to the CREW (Continuous Review, Evaluation, and Weeding) method when weeding the library collections. The CREW method uses an acronym, MUSTIE, to indicate when an item should be removed. MUSTIE stands for:

- **M**isleading, for items are out of date, contain inaccurate data or are not historically significant
- **U**gly, for items that are worn, stained or damaged beyond repair
- **S**uperceded by a new edition or a better source
- **T**rivial (of no discernible literary or scientific merit)
- **I**rrelevant to the needs and interests of the community
- **E**lsewhere (the material may be easily borrowed from another source)

Decisions are based on some combination of these criteria – that is, an item will probably not be discarded by meeting only one of these criteria. Other criteria that might also be considered includes age, condition, frequency of use/circulation, and multiple copies. The automated library system provides numerous report options to assist the staff in the weeding process.

Items removed from the collection are to be either sold with proceeds to benefit the Library, or disposed of properly.

Currently useful items withdrawn by reason of condition, loss or damage will be considered for replacement.

Adopted April 10th, 2017.

Reconsideration of Materials

STATEMENT OF PROCEDURE. Newbury Library, being open to all patrons for their enjoyment and edification, believes everyone is free to accept or reject any materials or programs it offers. While consideration of all patrons' tastes and opinions is fundamental in shaping library acquisitions and programs, it is understood some patrons may disagree with library choices. Therefore, Newbury Library adopts the following Reconsideration of Materials Procedure:

--Written requests for removal of library materials or objections to programs or displays shall be considered by the Library Trustees. Forms for such requests are available at the circulation desk.

--The trustees will review the merits of such requests at the next scheduled meeting. A response to the request will be made within 30 days of receipt by the library.

--During reconsideration, no change will be made in materials presented, scheduled programs, and displays and exhibits.

Adopted November 5, 2012

Section XI. Home Delivery Service

Newbury Public Library offers a home delivery program for people who are homebound. There is no charge for this service.

Patron Eligibility: Homebound service will be provided to residents of the town of Newbury who are not able to come to the library. "Homebound" is defined as being generally confined to the residence either temporarily, due to illness or accident, or permanently, due to age, disability or other mobility problems.

Library Card registration: Homebound patrons may call the library to register for a borrower's card if they do not already have one.

Requesting Materials: Home delivery patrons may call the library (603-763-5803) or contact us via email (npldesk@yahoo.com) to request particular items or to speak to a librarian for reading suggestions.

Delivery Schedule : Materials will be delivered by a Newbury Public Library volunteer, when available. When materials are delivered, items from the previous delivery must be ready for the volunteer to return them to the library. Pickup and delivery will be scheduled at the convenience of the volunteer, while taking into account the needs of the patron.

Fines/Fees: Overdue fines will not be charged on materials that are returned late. The library's standard fee schedule will apply for damaged or lost items. The number of items checked out may not exceed 15 at any one time.

Renewals: Home delivery patrons may call the library's circulation desk (603-763-5803) to request renewals or access their records via the library's web site (www.newburylibrary.net) Some limitations may apply to renewals.

Requirements for Delivery : Patrons requesting homebound services must provide a safe and appropriate access for the volunteers who make deliveries to their homes. Volunteers may

choose not to enter a home, to leave a home immediately, and/or to recommend suspension of the service if any of the following conditions exist:

- Pets are not confined (with the exception of service animals trained to assist a disabled person).
- There is not a clear and safe path to the home, with snow shoveled and ice removed.
- Any person in the home presents threatening behavior.

Adopted April 8, 2014

Section XII. Library Notice Board

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.

Policy

The following applies to the public bulletin board, and all counter space used for the aforementioned purposes:

- 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.
- 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 notice board. Once notices are removed, they are discarded.
- Notices should generally be no larger than 8 ½" x 11", but larger notices will be considered, space permitting.
- 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.
- Notices posted or left on tables without authorization will be discarded.
- Acceptance of materials for display does not imply the Library's endorsement of any events, groups or organizations, its policies or beliefs.
- Complaints about this Bulletin Board Policy or the content of a particular notice should be addressed to the Library Director.

Adopted September 12th, 2016