



## **BEDFORD PUBLIC LIBRARY**

### **Bulletin Board and Information Table Policy**

The mission of the Bedford Public Library is to provide access to informational, educational, cultural and recreational library materials and services in a variety of formats and technologies; to be responsive to the public library needs of the community; and to uphold the public's freedom of access to information. The Library's mission also includes developing and maintaining the library as the cultural and meeting center of Bedford.

Acceptance of materials for display does not imply the Bedford Public Library's, including its staff and Board of Trustees, endorsement of any events, groups or organizations, its policies or beliefs. The Library's philosophy of open access to information and ideas extends to the Library bulletin board, and the Library does not discriminate through its approval of bulletins. Bulletins are not excluded because of possible controversy.

All mounted and freestanding bulletin boards as well as digital displays in the library building are reserved for use by library staff to promote library resources and events, as well as official notices from the Town of Bedford and State of New Hampshire.

A limited amount of space on the community bulletin board in the upper level foyer is available for community members to post announcements of events in Bedford and the surrounding community as well as "needed/wanted" announcements.

Postings must be approved by the reference librarian or library director. Postings must be delivered in person or by mail. We cannot accept postings via email.

Because space is limited, postings about events in Bedford will be given priority.

Postings should be 8.5" x 11" or smaller.

Postings will be discarded if they did not receive approval, are beyond the event date, advertise events that are not located in or close to Bedford, are not posted in the proper section of the upper level bulletin board, are in poor condition, or have been up for more than four weeks.

A limited amount of space on the Community Information table in the upper level foyer is available for distribution of print materials by community organizations. Materials should be limited to a small brochure (or similar sized) holder. The library is not responsible for brochure or sign holders or other receptacles left on the table.

The library periodically allows community groups to leave collection containers for community initiatives, such as Toys for Tots and the Girl Scout Halloween costume exchange in the foyer. Any receptacles for donations must be approved by the Library Director.

With the exception of the information table, tables, library books, book stacks, or furniture may not be used for distribution of materials. Any unapproved materials shall be removed and discarded. The library cannot be held responsible for returning materials to the donors.

#### Request for Reconsideration of Material on Bulletin Board or Information Table

Bedford, NH residents who wish to request the withdrawal of material currently on the bulletin board or information table at the library are encouraged to discuss their concerns with the library director. If the resident is not satisfied with the response to their request, the director will provide the patron with a copy of this policy and a Request for Reconsideration of Bedford Public Library Program, Exhibit, or Display form. When the director receives the completed form, they will evaluate the resource using the guidelines outlined in this policy. During the reconsideration process, the material will remain in place and may not be removed. The director will provide a timely written response to the patron making the request. If the patron does not agree with the Library Director's decision, they may appeal the decision to the Board of Trustees. The Board of Trustees' decision will be final.

Adopted by the Board of Trustees, 05/05/2023