

Norwalk Easter Public Library

Subject: Bulletin Board and Digital Display Policy
Section: Access, Services, & Programs

Library Board of Trustees

Approved: April 2016

Last Revision: December 2019

Next Review: November 2021

BULLETIN BOARD AND DIGITAL DISPLAY POLICY

Purpose:

The purpose of this policy is to clearly define the guidelines surrounding the community bulletin board and digital display kiosk. These resources are primarily available for information about City of Norwalk, Norwalk Easter Public Library, and/or events/programs which are sponsored by community organizations or other non-profit organizations. The Library and/or City of Norwalk neither endorses nor sponsors the organizations or activities described in the brochures, fliers, pamphlets and other material displayed or distributed in the library. The display or distribution of this material is provided as a community service.

Guidelines:

- All notices and posters will be reviewed and posted by staff. Bulletin Board and Digital Display space is available to educational, cultural and nonprofit groups as long as they are not using obscenity or profanity, advocating violence, or in violation of the Iowa Hate Crimes Law.
- All materials should clearly identify the organization responsible for the contents of the posting.
- Content must meet existing laws regarding obscenity, libel, defamation of character, and invasion of privacy.
- Materials may not advertise for-profit businesses or items for sale. This regulation includes, but is not limited to, the following: advertisements from individuals for child care, tutoring, music lessons, items for sale, boutiques, and garage sales.
- Norwalk Easter Public Library reserves the right to remove time-dated material or materials which do not comply with library guidelines.
- Objections to notices or displays may be brought before the Norwalk Easter Public Library Board of Trustees through a written explanation of the objection and/or written request to discuss the objection with the Library Board at their monthly meeting.

- The Library Director or designee(s) retain the right to refuse any material for display and/or distribution even if it is within the guidelines. Basis for refusal may include size, content, appearance, or space limitations.

Adopted by the Norwalk Easter Public Library Board of Trustees April 11, 2016

Revised December 9, 2019