



BULLETIN BOARD POLICY

The Topsfield Town Library strives to be the cultural and informational resource for the community. Towards that mission, the library offers space on the bulletin board located inside the first floor foyer for the display of library events, community events, activities, and notices considered to be of public interest.

Display Guidelines

The library's foyer bulletin board can be used for posting the following:

- Postings concerning the Topsfield Town Library, Friends of the Topsfield Town Library, Library events, and business of the Town of Topsfield.
- Postings of future educational, social, civic, charitable, cultural, or recreational activities or events in or around the Topsfield area.
- Postings and items by non-profit organizations, groups, or agencies or by any federal, state, or local government agency pertaining to services provided.
- Postings announcing community services and volunteer opportunities.

Items that in the Library Director's (or their designee) judgment do not meet the above criteria, including (but not limited to) commercial, personal, lost and found, solicitations, or political notices or petitions, will not be posted.

Approved postings or fliers are for a singular space on the bulletin board. Numerous copies may not be left in the library for distribution.

All approved postings shall reside on the first floor foyer bulletin board. No other board or space on the library premises will be made available for public postings.

Posting Approval

- Postings concerning the Topsfield Town Library, Library events, and Topsfield Town business have priority with library postings taking top priority.
- All items to be posted must be reviewed and approved by either the Library Director, or their assigned designee(s). All notices posted without authorization will be removed. Accepted postings will be initialed and dated by approving staff.
- Due to space limitations, some approved items may not be posted or may be removed early; the Library reserves the right to select the materials posted on the bulletin board at any given time.

- Postings may be displayed for up to three weeks prior to an event, as dated on the item.

Posting Removal

- The Library will not preserve, return or disseminate any materials posted.
- Only library staff may remove items from the bulletin board.
- Postings with a specific end date listed will be removed immediately following the event.
- Postings without a specific end date listed will be removed after three (3) weeks of being posted, or earlier, if space dictates.

Posting of materials does not imply library endorsement nor consent; the library does not accept responsibility for the accuracy of statements in posted materials.

The Library reserves the right to refuse to accept any notice and to make additional rules ensuring fair access to the bulletin boards.

Date	Reason for Revision
February 8, 2000	Policy created
January 14, 2025	Updated entire policy. Added logo.