Norton Public Library
L.G. and Mildred Balfour Memorial
68 E. Main Street, Norton MA 02766, (508) 285-0265

Bulletin Board and Materials Distribution Policy

Purpose

Norton Public Library is happy to make its public bulletin boards and brochure racks available to the community. Located in the entrance and lobby areas, these spaces are offered as a service to connect residents with free local activities, events, and services of an educational, cultural, civic, health, recreational, or informational nature.

What We Post

Bulletin board space is available to nonprofit groups and organizations. Materials from commercial or for-profit businesses will not be accepted. The library offers equitable access to these spaces regardless of the beliefs or affiliations of the individuals or groups requesting use.

Permission to post does not constitute an endorsement by Norton Public Library or its Board of Trustees of any group's aims, activities, policies, or beliefs, or of the views expressed in their materials. The library is also not responsible for the accuracy of statements made in posted materials.

Examples of materials that are welcome on community bulletin boards include:

- Community event and program announcements
- Information from local nonprofit organizations
- Nonpartisan election information
- Government and public agency notices

The following will not be accepted: commercial advertisements, personal notices, lost and found postings, solicitations or fundraising requests, and partisan political materials or petitions.

Submission and Posting

All materials for the community bulletin boards must be submitted to the Adult Services Librarian for approval before posting. Library staff handle all posting and removal. Materials left without staff approval—on tables, in brochure racks, or elsewhere in the building—will be removed and discarded.

One copy may be submitted per event or service. Dated materials will be removed after the event has passed; undated materials will remain as community relevance, space, and condition allows. The library is unable to store additional copies for restocking.

The suggested flyer size is 8.5” x 11”. Larger materials may be posted as space allows, but will be the first removed when space is limited. Due to limited space, the library reserves the right to prioritize postings based on community relevance and timeliness.

Designated Spaces

Community bulletin boards and brochure racks are located in the library’s entrance and lobby areas. The bulletin boards near the Circulation Desk and Adult New Book area are reserved for library use only. Nothing may be posted on the library’s front doors or windows.

The bulletin boards in the Children’s Room and Teen Area are staff-curated spaces, maintained by the Youth Services Librarian. While outside organizations may offer materials for consideration, all postings are selected at staff discretion to ensure they reflect reliable sources and are relevant to the needs of young people and families in our community. These boards are not open for general public posting.

Library Materials

Inserting flyers, notices, or other materials into library books, magazines, or other library items is not permitted. Any such materials will be removed and discarded.

Questions or Concerns

The library does not remove materials solely because some members of the community disagree with their content. Those who object to a posted item may submit a written complaint, which will be reviewed in accordance with library policy.

Organizations are responsible for including accurate contact information on their materials. The library is not able to field questions or inquiries about outside postings on their behalf. The library cannot accept responsibility for the preservation or protection of submitted materials; once removed, items will be discarded.

The library retains the right to decline or remove any materials that create a barrier to patrons’ safe and free access to the library. Questions or concerns about this policy should be directed to the Library Director.