



## **Display and Bulletin Board Policy**

**Effective Date: September 8, 2025**

### **Purpose**

The purpose of this policy is to establish guidelines for the use of bulletin boards, display cases, and other designated areas within the library for the posting and presentation of materials. These spaces support the library's mission to serve as an information hub, promote community engagement, and provide access to diverse viewpoints and resources. Library displays shall reflect the diverse needs and interests of the community, supporting interest, information, and enlightenment of all residents. They provide access to content that is relevant to the research, independent interests and educational needs of residents.

This policy ensures that postings and displays are managed in a fair, consistent, and content-neutral manner, and that all materials reflect the library's role as a public institution committed to intellectual freedom, inclusion, and respect for all members of the community. It also defines the responsibilities of staff and community members in using these spaces and helps maintain an environment that is welcoming, informative, and aligned with the library's values and strategic priorities.

### **Scope**

This policy applies to all bulletin boards, display cases, digital signage, and other designated areas within the Granby Public Library that are used to post or present informational materials, announcements, or visual displays. It governs both library-sponsored content and materials submitted by external individuals, organizations, or community groups.

The policy covers physical and, where applicable, digital displays and announcements intended for public viewing in the library. It includes temporary exhibits, community notices, flyers, posters, brochures, and educational or cultural displays.

This policy does **not** apply to materials used exclusively for internal library operations, staff communication, or administrative notices. It also does not apply to private room rentals, where the content of materials displayed or presented is not sponsored or endorsed by the library.

## **Principles and Criteria**

When not being used to promote library-related or Town of Granby activities or services, display and bulletin board (or slatwall display), the Library provides space for the exchange of information that reflects the educational, cultural, civic, and recreational interests of the community, offering fair and content-neutral access to designated posting and display areas for individuals and organizations while maintaining reasonable guidelines for use. By allowing community groups to share relevant, non-commercial information, the Library encourages awareness of local events, services, and opportunities. All displayed materials must contribute to an environment that is respectful, safe, and appropriate for all users, while supporting the right to express diverse viewpoints and reflecting a broad range of ideas consistent with the principles of intellectual freedom. To ensure clarity and fairness, the Library provides staff and community members with clear expectations for posting and display use, including responsibilities related to content, duration, and removal of materials.

Librarians are professionally trained to curate and develop displays. The Library reserves the right to designate and limit space, size, and location of displays. All items for posting or distribution must be submitted to the Assistant Library Director or a designated staff member for approval. The libraries will not accept displays, posters, etc., which are judged inappropriate for family viewing. The library reserves the right to deem what is inappropriate. Materials loaned to the libraries or posted on the bulletin board are at the owner's risk. The displaying or distribution of any materials does not imply endorsement by the libraries. Rejection of items for display or distribution may be appealed to the Granby Library Board.

All library displays are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the CT general statutes. No person within the jurisdiction of this state, will be denied full and equal accommodations in any place of public accommodation, resort or amusement because of race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of income, intellectual disability, mental disability, physical disability, including, but not limited to, blindness or deafness, or status as a veteran, of the applicant, subject only to the conditions and limitations established by law and applicable alike to all persons.

## **Entrance Areas**

The only signs permitted on the entry doors or windows are those that provide information about the libraries and their services. All other items will be removed.

## **Library Displays**

The Library regularly displays library materials to promote awareness and usage of the collection, support the library's mission, and engage the community in literacy, learning, and cultural enrichment. These displays are curated by library staff and may include books, audiovisual materials, digital resources, and other items from the library's collection.

Library displays are used to highlight seasonal themes, cultural observances, library programs and events, community interests, and topics of local or national relevance. They serve as tools for reader's advisory, collection promotion, research and public education, and are designed to encourage exploration of a wide range of varying viewpoints and experiences. Library displays help support voluntary inquiry, the dissemination of information and ideas, independent ideas and educational needs of residents.

Professional Library staff are responsible for selecting materials for displays based on professional judgment, community needs, and relevance. Materials chosen for display must be available in the library's collection and appropriate for public view in a space that serves patrons of all ages. Display content must align with the library's Collection Development Policy and support the values of access, inclusion, and respect.

The Library Director has final oversight of all displays. Concerns or requests regarding the content of a library-created display may be submitted in writing and will be reviewed in accordance with the library's procedures for reconsideration of materials. However, removal or alteration of displays will not occur solely based on the viewpoint or subject matter of the materials presented.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the CT general statutes.

### **Intellectual Freedom and Censorship**

All displays of library materials are guided by the principles of intellectual freedom and the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements. Displays are created reflecting the diversity of the community and the breadth of the library's collection. The inclusion of a particular title or topic in a display does not imply library endorsement of any specific ideas, beliefs, or opinions. Displays are intended to educate, inform, and inspire while representing the diverse interests of the community. In alignment with the American Library Association's Library Bill of Rights, the Library does not censor materials or exclude topics based on the origin, background, or views expressed. Selection of display materials is guided by relevance, quality, and community interest, and the presence of a display does not constitute an endorsement by the Library. The Library reserves the right to establish reasonable guidelines for the time, place, and manner of displays to ensure they are safe, respectful, and appropriate for public spaces, but it will not restrict access or remove displays solely because of controversial content or differing opinions. (See Appendix)

### **Public Display Case Use**

Public use of displays will be allowed if they do not interfere with the daily conduct of library business and if it is made clear that the libraries do not endorse their contents or points of view. Displays will be approved and scheduled as space permits by the Library

Director or a designated staff member. The sponsoring group or individual is responsible for creating the display, setting it up according to schedule and removing it before the next scheduled display or exhibit. For displays of arts and crafts, labels may not include prices and no sales may take place on library premises. The exhibitor's name and telephone number may be included as part of the display information. The library will not provide storage for the property of the individuals or organizations exhibiting in the Library.

### **Bulletin Boards**

Materials for the entryway bulletin boards will be approved by the library's Assistant Director. Materials for the Children's and Teen area bulletin boards will be approved by the Children's and Teen Librarian. Library staff will post approved materials on bulletin boards and slatwall display areas. Items posted without staff approval will be removed. If necessary, materials may be removed to make priority for Granby events and activities. Children's and Teen area bulletin boards are reserved for materials of interest or pertaining to children and teens. Non-library or non-Town of Granby postings will be removed and discarded after two weeks. Lost and found ads, "want ads," classified ads, commercial notices, and personal announcements are not accepted. In general, materials cannot exceed 14" x 17" in size.

### **The following items MAY NOT be posted or displayed on the Community Bulletin Board:**

1. Advertisements of personal services or products sold for profit
2. Religious tracts
3. Petitions (except for library purposes)
4. Political campaign literature
5. Announcements seeking roommates
6. Real estate listings
7. Solicitations for monetary donations except to benefit the library

### **Solicitations**

Canisters or receptacles for soliciting donations of money or items such as toys or clothes for charitable organizations are not permitted. There shall be no selling or solicitation of funds on the library premises unless the proceeds are for the benefit of the libraries. Library staff may offer for sale merchandise to co-employees in the staff room at the discretion of the Library Director.

### **Requests for Reconsideration of Display**

Only residents of the Town of Granby can request reconsideration of a display. Library displays will not be made based on anticipated patron approval or disapproval, but solely on the merits of the work in relation to serving the interests of Library patrons. The selection/creation of any Library display is not a Library endorsement of the viewpoint expressed. No library display shall be removed because of origin, background or viewpoints expressed in such material, or because of the origin, background or viewpoints of the creator. Items shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the Library's Display and Bulletin Board Policy.

No displays which have been duly challenged by a Granby library patron or Town of Granby, CT resident shall be removed without the item being formally reconsidered following the process below.

**Procedure for Reconsideration:**

To be eligible to submit a request for reconsideration you must be a Granby, CT resident. Residents requesting reconsideration of any display should first review a copy of the Display and Bulletin board Policy. The individual should then speak with the Librarian in whose department the display is located (Children's Librarian or Library Director) about their concerns. If the patron continues to recommend the reconsideration of the display, they must then submit a signed copy of the "Request for Reconsideration" form giving reasons for exclusion to the Library Director.

The Library Director will review the form in consultation with relevant professional Library staff members and make a formal written reply to the individual.

If the individual is not satisfied with the reply, they can bring the matter to the attention of the Granby Library Board (Board) in writing, not less than one week prior to a scheduled board meeting. The Library Director will provide a copy of the original complaint and the response to the Board. The Board will review the communication, the decision, and the issues raised, and will respond to the individual, per the timeline outlined in the "Request for Reconsideration" form.

All library displays are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the CT general statutes. No person within the jurisdiction of this state, will be denied full and equal accommodations in any place of public accommodation, resort or amusement because of race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of income, intellectual disability, mental disability, physical disability, including, but not limited to, blindness or deafness, or status as a veteran, of the applicant, subject only to the conditions and limitations established by law and applicable alike to all persons.

**Roles and Responsibilities**

**Library Director**

- Oversees implementation of the display and bulletin board policy.
- Makes final decisions on disputes or appeals regarding the content of displays or postings.
- Ensures staff are trained in applying the policy equitably and consistently.

**Library Staff**

- Review and approve proposed materials for library-sponsored displays and community bulletin boards, ensuring compliance with policy guidelines.
- Maintain and rotate displays to ensure they remain timely, relevant, and in good condition.

- Remove unauthorized or outdated materials in accordance with the policy.

### **Community Members and Organizations**

- Submit materials for consideration in accordance with the library's stated guidelines (e.g., size, duration, non-commercial content).
- Understand that submission does not guarantee display space and that materials may be declined without explanation if they do not meet policy criteria.

### **Compliance and Enforcement**

All displays and bulletin board materials must adhere to the guidelines outlined in this policy. Library staff are authorized to monitor all content for compliance and may remove any materials that violate library standards, are posted without approval, or are no longer current.

Materials will not be excluded or removed based on the origin, background, or views of those contributing the content, but may be declined if they promote commercial, discriminatory, or unlawful messages, or otherwise fall outside the scope of acceptable use as defined by the policy.

Repeated violations by individuals or organizations may result in temporary or permanent loss of display privileges. Final decisions on enforcement, including resolution of disputes, rest with the Library Director. Appeals may be submitted in writing for review by the Library Board or another designated authority, if applicable.

### **Policy Review and Updates**

The library reserves the right to update this policy as needed to ensure fair, inclusive, and lawful use of public display space.

*Adopted by the Granby Library Board- June 11, 2001  
Revised - June 10, 2024*

## **Appendix 1- Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed January 4, 2021)

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## **Appendix 2- The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We

believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. ***It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.***

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. ***Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.***

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. ***It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.***

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. ***There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.***

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. ***It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.***

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. ***It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.***

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. ***It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.***

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but

the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*"The Freedom to Read Statement", American Library Association, July 26, 2006.*

*<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed January 4, 2021)*

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## **Appendix 3- The Freedom to View Statement**

Along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

## Appendix 4- CT General Statutes

51       (4) Acknowledge that a school library media specialist is  
52 professionally trained to curate and develop a collection that provides  
53 students with access to the widest array of age-appropriate and grade-  
54 level-appropriate library and other educational material; and

55       (5) Establish a procedure for a certified school library media specialist  
56 to continually review library and other educational material within a  
57 school library media center using professionally accepted standards,  
58 which shall include, but need not be limited to, the material's relevance,  
59 physical condition of the material, availability of duplicates or copies of  
60 the material, availability of more recent age-appropriate or grade-level-  
61 appropriate material and continued demand for the material.

62       (d) The library display and program policy shall, at a minimum:

63       (1) Recognize that library displays should (A) be provided for the  
64 interest, information and enlightenment of all students, (B) represent a  
65 wide range of varied and diverging viewpoints, (C) require student  
66 access to age-appropriate and grade-level-appropriate content, and (D)  
67 provide access to content that is relevant to the research, independent  
68 interests and educational needs of students;

69       (2) Recognize the importance of displays and student programs as  
70 resources for voluntary inquiry and the dissemination of information  
71 and ideas and to promote free expression and free access to ideas by  
72 students; and

73       (3) Acknowledge that a school library media specialist is  
74 professionally trained to curate and develop displays and programs that  
75 provide students with access to the widest array of age-appropriate and  
76 grade-level-appropriate library and other educational material.

77       (e) The library material review and reconsideration policy shall, at a  
78 minimum:

79       (1) Establish a process for individuals with a vested interest to  
80 challenge any library and other educational materials, display or