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| OUTR-003 | Newsy Policy | Annually | 10/10/2024 | 10/10/2024 |

Roxbury Free Library Community Newsletter (Newsy) Policy

Purpose

The purpose of this policy is to set clear guidelines regarding publication procedures for the Roxbury Newsy, a quarterly publication of the Roxbury Free Library (RFL) made available in print to Roxbury residents, and in a digital format to the general public on the RFL website.

The following guidelines are to provide equitable and standardized publication procedures to ensure that publications in the Roxbury Newsy are accurate and reflect public and group activities of public interest that are focused on the Town of Roxbury or provide information to assist our community members.

Newsletter Purpose

The primary purpose of the Newsy is to be an informational resource for community and cultural activities in and around Roxbury, Vermont. We provide an opportunity to the Town, its employees, community organizations, and Roxbury community members to publish information regarding governmental and community items of public interest.

The Newsy will also publish more personal art, poetry, or other creative work on a first-come, first-served basis that is subject to the same guidelines for publication as

the informational articles and announcements. This is intended to enrich the newsletter and to celebrate the many diverse talents of our community.

Publication Procedures

Articles and other information submitted for publication in the Roxbury Newsy are published at the determination of the Roxbury Free Library Board of Trustees and the Library Director. All material will be submitted to and reviewed by the Director before being accepted. Work shall be submitted in as finished a format as possible, and may be edited for length or clarity while attempting to preserve the original “voice” of the author.

Submission Deadlines

All submissions intended to be printed in the Roxbury Newsy must be provided to the Library Director prior to the deadlines below for such submissions. The deadlines for submission are as follows:

December 15 – to be published January 1

March 15 – to be published April 1

June 15 – to be published July 1

September 15 – to be published October 1

Space Guidelines and Priority for Published Material

1. The Roxbury Newsy is limited on available space. Material will be published as space allows, with priority given to town governance, community organizations and library events. Personal submissions are published on a first-come, first-served basis.

Editorial Guidelines

1. The Newsy editorial board, consisting of the Library Director, the Board of Trustees or their designee(s), shall have the ability and responsibility to reject submissions that do not conform to these guidelines or to make such general editorial changes to all submissions, and to publish them within the Newsy in the most effective and cost effective manner. The Library Board of Trustees has final editorial control of all submissions.
2. In order to maintain non-partisan publications, the Newsy will not accept submissions that are partisan or political, that advocate for or against one position or another in a political manner, that advocate for or against any political candidate, whether a national, state or local candidate, or advocate for or against any religious or fraternal group or organization. Political or religious group meeting announcements are acceptable as long as they are open to members of the general public and do not violate any other section of this policy.
3. The newsy will not accept letters to the editor(s) or opinion pieces.
4. All submitted photos must be used with permission of the photographer, and permission of the person being photographed (if applicable).
5. All personal and community organization submissions must contain the author's name and contact information.
6. All community organizations, committees or Town officers are fully responsible for reviewing and approving their group's submission for accuracy before submitting.

Submissions by Individuals and Community Organizations

1. The RFL/Newsy will attempt to publish all submitted notices and articles by a community member or organization, unless there is insufficient space available or if deemed unacceptable for publishing by any section of this policy.
2. In order for a submission from individuals and/or community organizations to be considered, accepted and published in the Roxbury Newsy, the following criteria must be met:
 - a. The contributor or organization has a lawful purpose which does not pose a threat to public order, to the safety of the public, or to the safety of any individual.
 - b. The contributor or organization does not have as its primary purpose marketing products or services or making a profit, unless the event is determined to be a community event or community information benefiting the community in general.
 - c. Provides community with information about a community event or useful information to the community that is non-partisan.
 - d. For creative/personal submissions, must be the original work of the individual and meet all submission guidelines for acceptable content.
 - e. **Any articles and notices submitted by individuals and community organizations may not contain profane language, sexual content, content that promotes, fosters or perpetuates discrimination on the basis of race, color, age, religion, gender, marital status, status with regard to public assistance, national origin, sexual orientation, or physical or mental disability, defamatory statements, content that advocates violence or unlawful activity, or which poses a threat to public safety or security, or towards any individual.**

Date of adoption 10-10-2024

Record of Adoption

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