



**OREGON PUBLIC LIBRARY**  
***PUBLIC BULLETIN BOARD AND LITERATURE POLICY***

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**I. Purpose**

The Library provides space on its public bulletin board and its literature display rack for distribution of free materials which may be of interest to library patrons. These include announcements and notices of cultural, educational, or local community events. Both of these services are located in the lobby of the building and are in keeping with the Library's overall philosophy of providing access to a wide range of information sources.

**II. Priorities**

- A. Priority is given to non-profit and tax-supported agencies and to community organizations with which the library carries out cooperative programs.
- B. The windows and glass areas are only available for library use.
- C. Notices and publications must be judged to be of interest to members of the Oregon community.
- D. The following types of notices or publications will not be posted or displayed:
  - 1. Advertisements by profit-making organizations.
  - 2. Advertisements of items or services for sale.

**III. Policy**

- A. Organizations may request the posting of notices and the display of publications subject to the guidelines set forth in this policy.
- B. All notices, posters, and free literature must be approved and placed on the bulletin board or in the display racks by library staff. Staff may discard items not approved for placement, and excess copies of any items received.
- C. Information to be posted must be left at the Circulation Desk for library staff to post, and will be dated and posted within a timely manner.

- D. Display items must be of reasonable size (8 ½ x 11) in relation to the space available and will not be accepted if they detract from the effective use of the space.
- E. The appearance and content of the notice must be suitable for display in a public service area.
- F. Due to limited space the library will not be able to post lost pet notices.
- G. Notices will not generally be posted for longer than four weeks. The library will not be responsible for returning materials unless such arrangements are specified at the time the poster was delivered.
- H. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.
- I. The following types of notices or publications will not be posted or displayed:
  - 1. Advertisements by profit-making organizations.
  - 2. Advertisements of items or services for sale.
  - 3. Solicitations for business, religious, political purposes and candidates.
- J. Posting of a notice or placement of materials in a display rack does not imply endorsement by library staff or Board of Trustees.

#### **IV. Authority**

- A. Application of these guidelines will be based on the judgment of the library director. The director may authorize requests that do not fall clearly within these guidelines only if they are in the best interests of the library. The decision of the director may be appealed to the Library Board of Trustees.

Adopted April 14, 2010  
Amended May 14, 2014