

Oregon City Public Library Community Information and Bulletin Board Policy

This policy applies to any location within the library or on the outside of the building in addition to specific bulletin boards and other designated display areas.

The purpose of library bulletin boards and other designated display areas is to provide space for local non-profit and non-commercial organizations involved in educational, civic, cultural, or charitable activities to display notices and flyers that promote awareness of services and events of interest to the community. After library-related services and programs, preference to post flyers will be given to organizations based in Oregon City or of community-wide interest.

General Guidelines

1. Materials must be presented to library staff for approval and posting/display and will be posted on a first come, first served basis. Material left for posting or distribution without authorization from the library will be discarded.
 2. Posted materials shall be approved, initialed or stamped, and posted by a designated staff member.
 3. All items for display or distribution are subject to the availability of space. The size and condition of material may also be taken into consideration. Preference is given to items that are 8 ½ x 11 or no larger than 11 x 17.
 5. Any displayed material is subject to removal by the Library after two weeks. The library will dispose of all signs, posters, and other publicity items when they are removed.
 6. Personal, commercial or profit-making postings are not allowed. **Library facilities may not be used to advertise items or services for sale, promote political candidates or agendas**, post lost and found notices, solicit business, fundraise, post legal notices, or post information which any reasonable person would interpret as an endorsement of a particular religious belief. ~~Referenda or election related materials pertaining to the library are permitted.~~
- For profit businesses or endeavors are not allowed to post signs on the community bulletin board.
7. Notices may not denote sponsorship or endorsement by the Oregon City Public Library or its **Library Board**. Only program partnerships which are planned, developed and posted by the library can have such designation or endorsement.
 8. Non-library events taking place in the Community Room may post a notice on the bulletin board. This is the only location they may post flyers, advertisements, promotions, etc. within the library.
 9. Nothing may be posted on the outside of the Library building or in Library Park.

10. The Library is not responsible for the preservation or protection of displayed items and staff are not available to answer questions about any material displayed that are not directly related to library services or material.

11. Final approval for postings will be the responsibility of designated staff and may be subject to approval by the Library Board.

12. The Library reserves the right to refuse or remove any notice, flyer, or handout that does not comply with these policies and guidelines.