

Bulletin Board and Distribution of Literature Policy

As part of its mission to provide information to enrich the life of the community, the Walter E. Olson Memorial Library (OML) provides space to post notices of programs and services of interest to the public, including the distribution of pamphlets, brochures, and similar informational materials.

Priorities

Materials regarding *cultural, recreational, educational, or community services & resources* will be posted/displayed in designated areas of OML subject to the following priorities:

- Library programs
- Programs sponsored by municipal, county, or other tax supported agencies
- Programs sponsored by non-profit organizations
- Programs sponsored by for-profit organizations

Limitations

Because of the Library's role as a public institution, the wide array of community programming, as well as space concerns, OML will not be able to post or display every notice or piece of literature. The following considerations will guide staff maintenance of OML posting areas.

- OML posting areas are not intended as a public forum for the expression of the views or opinions of individuals or groups. Religious and political materials are permissible only for programs/events; materials which have the primary effect to proselytize or campaign will not be displayed.
- OML may limit the frequency with which materials by the same organization are posted to make space for other programs.
- Materials will be removed when they are no longer timely, when space is required for more current items, or if excessive size is limiting available space.
- The following types of materials will not be posted: advertisements of businesses, products, or services; fund-raising requests or notices; job postings; legal notices

Submitting Items for Posting

Materials must be delivered to the Information Desk for approval and display/posting by Library staff and must include the name of the sponsoring organization and/or a contact person. Materials that are posted without going through this process will be removed.

Responsibility

Library staff are responsible for approving and displaying/posting materials. The Library assumes no responsibility for the return of materials once they are removed from display. Posting or placement of materials for display does not imply endorsement by the library staff or Board of Trustees. The Library Director shall be responsible for the administration and interpretation of this policy.

Requests for reconsideration of the administration of this policy may be directed in writing to the OML Board of Trustees.

Approved November 15, 2023