



Public Display Policy

Introduction

The purpose of the public display policy at the Oregon Public Library District is to make available information regarding cultural, recreational, educational, and human services programs and events in the community, which are available/open to the public at large. Distributing or posting information does not imply endorsement by the Library of the ideas, issues, or events promoted by those materials.

Policy

The Library welcomes noncommercial displays and other materials of general interest to the community, pending space availability. Nonprofit or service organizations may submit posters, flyers, or leaflets about their events, services, or activities with prior permission by the Library Director and/or their designee. Materials must pertain to events, services, or activities occurring within or near the Library District boundaries. Materials from for-profit groups or organizations are generally not accepted.

Contents of posters, flyers, or leaflets do not reflect the views of the Oregon Public Library District, its trustees, or its staff.

Organizations based in the Oregon Public Library District shall be given priority. Display of flyers and publicity from outside organizations is at the library's discretion based on the following factors:

- All postings shall be approved by the Library Director and/or their designee. The Director (or designee) reserves the right to make exceptions based on existing policy and shall make all final decisions.
- Postings from outside organizations are subject to the availability of space. Materials shall not be returned to any organization or individual.
- Postings for events that require a fee to enter shall not be displayed.
- Advertisements to sell personal or commercial items or services, or for personal or commercial solicitation, fundraising, or recruitment are not permitted. Promotions of fundraising by Oregon area non-profit organizations may be considered by the Director and/or designee.
- Material that advocates for the election of or the defeat of a ballot issue, a referendum, or a candidate for public office shall not be displayed.
- Unapproved postings shall be taken down by Library staff.

The Library Director or designee shall determine where to display the information materials. Appropriate areas of display include the bulletin board and literature holders near the front entrance. Library staff will routinely discard materials that are no longer timely or are older than 30 days. Items announcing events shall be removed after the date of the event.

Unacceptable Materials

The following items are examples that shall not be posted or distributed:

- Business advertisements
- Events with a fee to enter
- Personal notices, such as lost and found notices
- Products sold for profit
- Garage/yard sales or other sign sales
- Services, such as babysitting, for which fees are charged
- Job wanted or hiring posters
- Signs soliciting donations
- Campaign literature
- Signs larger than 11x17
- Legal notices
- Private instructional courses

Approved by the OPLD Board of Trustees: February 23rd, 2023