

## **BEAVERTON CITY LIBRARY BULLETIN BOARD POLICY**

Adopted by the Library Advisory Board November 2004  
Updated May 2015

### **POLICY**

The Beaverton City Library provides public bulletin boards for the posting of announcements about community activities and events, as well as public service notices of cultural, educational, or community interest. Acceptance of materials for display does not imply the library's endorsement of a group or organization, its policies, or beliefs.

### **APPLICATION**

- Bulletin boards are provided as a public service to publicize meetings, cultural events, educational opportunities, fund-raising events and other programs and services of local non-profit organizations occurring on a specific date and not of an on-going nature.
- Announcements of a non-profit organization's ongoing fund-raising campaigns or drives to generate memberships or subscriptions will not be posted.
- Publications which are purely business, commercial, religious, or election related are not accepted. For example, and not limited to, the following types of notices will not be displayed:
  - Personal advertisements or notices, garage sale notices, pets, odd jobs
  - Commercial notices or business advertisements
  - Help wanted or employment notices
  - On-going regular, periodic events (service club meetings, religious services, etc.)
  - Election materials or notices of meetings related to election issues
  - Non-City of Beaverton generated legal notices
  - Petitions
- The Library reserves the right to establish time, place and manner restrictions for the display of materials submitted. The following shall apply:
  - Notices will not be posted for longer than three weeks or after the date of the advertised event.
  - Notices may be no larger than 11 by 17 inches.
  - The appearance and content of all notices must be suitable for display in a public service area. Hand written notices will not be posted.
  - No more than one announcement for any single event will be posted at the same time.
  - Priority will be given to events in Beaverton and Washington County and the greater tri-county area.
- Bulletin boards located in the Teen Room and the World Languages Room are reserved for posting of materials of special interest.
- Only designated library staff will post acceptable materials and remove them when they have expired. The Library accepts no responsibility for loss or damage to any item accepted for posting. Expired notices and those that do not meet posting requirements will be discarded.

