

## **BEAVERTON CITY LIBRARY**

### **DISTRIBUTION OF FREE MATERIALS POLICY**

Adopted by the Library Advisory Board December 2000.

Updated May 2015

#### **POLICY**

The Beaverton City Library provides space for the display and distribution of free periodicals and notices of events that are of an educational or cultural nature or cover current events happening in the Beaverton, Washington County, and greater tri-county area. Placement of a publication in the library for distribution does not indicate an endorsement of its content.

#### **APPLICATION**

- The Beaverton City Library seeks to serve as the intellectual and cultural center of the Beaverton community and to help provide the community with a sense of identity.
- Space is provided as a public service to distribute flyers about 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.
- Many organizations and publishers provide newsletters, newspapers, and other periodicals free of charge. Providing distribution space for free periodicals that are of an educational or cultural nature or that cover current events happening in the Beaverton, Washington County, and greater tri-county area furthers the library's goal of serving as an educational and cultural center and providing current community information to a diverse population.
- Publications that have no substantial educational or cultural content and that do not cover current events occurring in the Beaverton, Washington County, and greater tri-county area are not accepted for display or distribution at the library. As well, the library does not provide distribution space for the following types of materials:
  - Publications predominantly regarding garage sales, pet care, odd jobs, employment wanted or help wanted, personal ads, homes or vehicles for sale or rent
  - Publications predominantly advocating for or against political candidates, ballot measures, political action committees, initiatives, referendum, recall petitions or other election issues
  - Petitions
  - Legal notices
  - Publications with no issue date
  - Information pamphlets that are not a serially-issued periodical
- The library has a limited amount of space for the distribution of free materials. Thus, the amount of space available will affect the quantity of and length of time publications will be made available to the public. Only current issues of periodicals are offered; older issues of titles are recycled when a more current edition is received. For notice of events, they will be made available no more than three weeks prior to and not after the event.
- The library provides limited bulletin board space as a public service to publicize cultural and educational events. For information on use of bulletin board space, see the Beaverton City Library Bulletin Board Policy.

