

Subject: Bulletin Board Policy

Date Issued: 9/21/2021

Last Revised:

The mission of Clatskanie Library District is to provide the community with a place to expand their knowledge and create community.

Policy Statement

As a center of community information, the Clatskanie Library District (CLD) supports the free flow of information and exchange of ideas. The CLD therefore provides a bulletin board in its facility for individuals and groups in the community to announce events and services that are of general and current interest. Notices may only be posted on the designated bulletin board. Notices may be posted within limitations of space and according to the following guidelines. Notices not complying with these guidelines and those listed below will be removed.

Guidelines used for public announcement posting

The community bulletin board at the CLD may be used for posting the following types of information:

- Official materials from the Clatskanie Library District, the Friends of the Clatskanie Library District, and the town of Clatskanie.
- Personal ads, correspondence, campaign literature, and political advertisements may not be posted.
- The items will be removed after two weeks, when they are no longer timely, or when space is required for more current items. Once removed, notices will be discarded & recycled.

- Members of the public are not permitted to post notices. Only authorized library personnel may post notices on the library bulletin board. Any notice to be considered for posting must be submitted to the Executive Director for approval.
- Notices left without authorization will be removed and discarded immediately.
- Oversized items may be rejected because of space limitations.
- If the bulletin board is crowded, the library reserves the right to select notices for events with the widest appeal.
- The CLD does not assume responsibility for materials damaged or stolen.
- Items that do not meet the above criteria, such as commercial, personal, election, campaign notices, or petitions will not be posted.
- Notices advocating fraud or unlawful actions or notices the library considers to be inappropriate are not permitted.
- Acceptance of material for display does not imply the library's endorsement of a group or organization, its policies or beliefs.
- Failure to comply with these rules may result in denial of future posting privileges.