



# BULLETIN BOARDS AND LITERATURE RACKS POLICY

## **BULLETIN BOARDS**

The bulletin boards in the library are reserved for library announcements. If there is additional space, items of general community interest will be posted on the boards by library staff.

Boards in the study room and the two meeting rooms are for temporary use only by individuals or groups using the rooms and must be cleared when room use ends.

Bulletin boards in the Children's Room are reserved for displays by the Youth Librarian.

Posted items may include, but not be limited to: announcements of local or regional community events, activities of local community organizations, public notices, meeting announcements, or educational announcements.

Any person or group may submit items for posting. Designated staff will approve items for display and post them. Items placed on bulletin boards without staff approval will be removed and discarded.

Display does not imply approval or disapproval by the library or the City of Coos Bay of the ideas or opinions expressed or implied.

Items will be rejected for posting if they are in violation of any legal statute. Items rejected for posting may be appealed to the Library Board of Trustees.

Because of space limitations, the following restrictions apply:

- Only one copy of an item will be posted
- Unusually large posters may be refused (generally over 11 x 17)
- A person or organization may display only one item at a time
- A person or organization may submit an item for posting each month but is not guaranteed repeated posting if space is limited



## LITERATURE RACKS

Most of the literature racks located inside the library will be used to display library related items. Brochures of general interest, primarily brochures that provide information about local or regional agencies or organizations, and that are in accordance with the library's [mission](#) and goals will be displayed if there is space.

Any person or organization may submit copies of brochures for members of the public to take from the racks. All brochures must be approved by the designated staff person. Items placed in the racks without staff approval will be removed and discarded.

Materials in these general literature racks does not imply either approval or disapproval by the library or City of Coos Bay.