

Crook County Library

Information Distribution Policy

Approved by the Library Board of Trustees, April 12, 2018

We maintain bulletin boards and information distribution areas that you may use to post or distribute materials of interest to library patrons. Please give your materials to a staff member, who will approve and post the items.

Designated Areas

Bulletin boards are provided for you to display posters or signs promoting events or services. Other distribution spaces, like literature racks, can be used to provide brochures, handouts, and other materials that patrons may choose to take. Publicly-accessible bulletin boards and distribution spaces are located in the lobby.

We maintain other restricted bulletin boards and distribution areas to promote library, County, and partner events and services, post government notices, advertise social services, offer general community information, or advance topics relevant to our mission. Selection of these materials is strictly at our discretion.

Limitations

To ensure that our bulletin boards and information distribution areas are accessible, up-to-date, and relevant, we restrict the format and type of provided materials.

- Flyers and posters may not exceed 11 x 17". Brochures, pamphlets, and handouts must be no larger than 8½ x 11" when distributed.
- Materials must be relevant to Crook County or Central Oregon.
- Materials advertising dated events or services will be removed immediately following the indicated date and may be posted no earlier than 60 days beforehand. Undated materials will be kept no longer than 60 days. Materials may be removed prior to sixty days for space considerations.
- Materials posted without staff approval, in non-designated areas, or that violate the terms of this policy will be removed and discarded immediately.

Disclaimers

- Posting or distribution of materials does not imply that the library or Crook County endorse the content or events advertised on those materials.
- We assume no responsibility for protecting, preserving, or replenishing your materials.
- Materials will not be returned.
- We do not allow posting or distribution of materials that are obscene, libelous, threatening, defamatory, harassing, or discriminatory, or materials that violate intellectual property laws or advocate illegal activity, as defined by relevant laws.

Exceptions to this policy are made at the discretion of the Library Director or designee.