

Display of Non-library Materials

Community Bulletin Boards and Distribution of Non-Library Material

The Ledding Library displays free community information as a courtesy and community service. Bulletin boards, racks, countertops and tables are maintained for the passive distribution of free community information materials, including flyers, notices, and posters. Prior to posting, materials must be approved by a manager or designated staff member. Ledding Library will determine where this information will be distributed, the physical sizes of materials it can accommodate, and when capacity for displaying the materials has been reached.

Any materials that have not been approved will be removed and discarded. Dated material will be removed after the event noted in the material. Material, not date specific, will be removed after a minimum of two weeks or when space is needed for other materials. Regular publications (weeklies, monthlies, quarterlies) will be removed by the next published issue or as supplies are exhausted. Ledding Library reserves the right to refuse acceptance of any materials and such refusal will be based on the tenets of this written procedure. The library also reserves the right to dispose of approved materials after two weeks or the events noted in the materials have taken place, whichever comes first.

In general, no items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services for a single profit-making business or individual will be accepted. Materials seeking to persuade politically or religiously will be rejected. Because space is limited, materials will be posted and/or distributed in this order of priority:

1. City of Milwaukie and/or Ledding Library announcements and publications
3. State, federal government announcements and publications, civic, recreational, cultural, and educational announcements, and publications in the immediate Clackamas County Area

The library does not endorse or recommend the events or information contained in these materials. Final authority for the display and distribution, on Library property, of all materials rests with the Library Director who administers this policy under the authority of the City Manager.

Procedure for Displaying Materials

- Manager or designated staff member approves and initials the material.
- Date material in lower right-hand corner.
- Posters, notices, etc. will be discarded at the end of the allotted time.