

KITSAP REGIONAL LIBRARY

BULLETIN BOARDS AND THE DISTRIBUTION OF FREE LITERATURE POLICY

The Library uses bulletin boards and other display areas primarily to promote its services and activities. As an extension of its mission to provide access to information these areas may be used for the posting or distribution of community information on a space available basis at the discretion of the Branch Librarian. The display and distribution of literature is always subject to the space available.

Display of announcements of community events and other community information and the provision of space for handouts and other free materials is an extension of the Library's role to provide access to information for Kitsap County residents.

In accepting material for display, the Library does not endorse the content of the material or the organization submitting the material.

It is the policy of the library not to advertise commercial endeavors unless the project is specifically related to the goals of the Library.

MATERIALS ACCEPTED FOR POSTING:

The Library may accept for display announcements of community events and other community information by non-profit community organizations and individuals engaged in educational, cultural, intellectual, and charitable activities. Public announcements by other government entities may also be accepted. Materials from for-profit educational institutions and childcare facilities may be accepted.

THE LIBRARY WILL NOT ACCEPT NOR POST:

Campaign posters for candidates or issues. Announcements for political meetings that are held in a Library-owned facility and that meet the requirements for Library meeting room use may be accepted.

Commercial material or advertising by profit-making agencies, groups, or individuals.

Items of a personal nature such as notices about lost property, sale of personal property or solicitations for work.

MATERIALS ACCEPTED FOR DISTRIBUTION:

The Library may accept for distribution flyers, newsletters and pamphlets produced by local non-profit community organizations and individuals engaged in educational, cultural, intellectual, and charitable activities. Flyers, newsletters and pamphlets produced by other government entities may also be accepted. Materials from for-profit educational institutions and child care facilities may be accepted.

Free periodicals produced by a commercial publisher may be accepted.

THE LIBRARY WILL NOT ACCEPT FOR DISTRIBUTION:

Campaign literature for candidates or issues. The Library will accept one copy of campaign literature items for inclusion in the Library collection.

Material promoting a certain religion or sect. The Library will accept one copy of literature items giving basic information about a religion or sect for inclusion in the Library collection.

Commercial material or advertising by profit-making agencies, groups, or individuals.

IMPLEMENTATION:

The size, appearance and quantity of materials donated will be taken into account in determining whether they can be posted or otherwise made available without limiting the Library's ability to meet the needs of other community interest groups and concerned individuals. Limitations may include size, duration of the time for posting, and/or the frequency with which material may be posted or distributed by the same individual or group.

Notices being posted and literature being distributed will clearly identify the person or organization responsible for the contents.

The library assumes no responsibility for the preservation or protection of any item posted or distributed. Each branch will provide a procedure that upon the request of the provider allows for the return of items not accepted for posting.

The Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making it available to the public at each branch.¹

¹ *Adopted upon second reading by the Kitsap Regional Library Board of Trustees on October 28, 1998.*