



# LIBRARY POLICY

## CITY OF TUALATIN

### DISTRIBUTION OF FREE MATERIALS POLICY

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**POLICY:** As a public service the Tualatin Public Library provides limited space for the distribution of free community information. It is not possible or appropriate for the Library to store, display, or distribute multiple copies of every free publication.

**RULES:** Displaying materials requires permission from library staff. Library staff will consider all free materials and will allow a limited number of publications and announcements for distribution and display. Priority is given to materials that meet the following criteria:

1. Materials that are free and provide current information about cultural events, educational opportunities, government, or 501(c)(3) programs to assist residents.
2. Materials most frequently requested by the public.
3. Materials that further the library's goal of providing current community information to a diverse population.

No materials will be accepted when:

1. The content violates state, local, or federal law.
2. The content violates Tualatin Public Library policies.

Because of the limited space Library staff may have to further limit the number of publications distributed and may display announcements or materials for only a limited period of time or on a rotating basis. These decisions will be based on the popularity, timeliness, and usefulness of the materials.

Library staff will remove materials when they have expired. Expired materials or submitted materials that do not meet criteria for display will be discarded.

The Library reserves the right to establish time, place, and manner restrictions for display or materials submitted. The display or distribution of materials does not indicate endorsement by the Library or the City of Tualatin.

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee, June 2005; updated May 2017; updated February 2021.