



Tualatin Public Library
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TUALATIN PUBLIC LIBRARY DISTRIBUTION OF FREE MATERIALS POLICY

DATE: June 7, 2005

PURPOSE OF POLICY: To establish guidelines for the display of free materials in the library.

FACTS: As a public service the Tualatin Public Library provides a 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.

POLICY:

Nothing may be displayed except with the permission of the library staff. The library staff will consider all free materials and will allow a limited number of titles 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 citizens,
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, or
2. The content violates Tualatin Public Library policy.

Because of limited space library staff may have to further limit the number of qualified titles distributed and may display titles for only a limited period of time or on a rotating basis. The staff may also have to limit the number copies of any single title. These decisions will be based on the popularity and usefulness of the materials.

The display or distribution of materials does not indicate endorsement by the library or the City of Tualatin.