

## Administrative Rules

Created: 2-10-2004

### Rule 3.1 Community Information Distribution

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#### Overview and General Rules

##### I. PURPOSE

To establish guidelines for the distribution of informational materials in the public areas of each branch library which are consistent with the American Library Association Code of Ethics and Library Bill of Rights.

##### II. OBJECTIVE

The Deschutes Public Library District is a window to the world of learning and information, serving citizens of all ages and from all walks of life. Free informational and community-based publications of local or widespread general interest are made available in public areas of each branch library. The presence of free informational materials produced by entities not affiliated with the Deschutes Public Library does not constitute that the Library advocates or endorses the viewpoints expressed.

##### III. RULES AND REGULATIONS

- A. Materials announcing and promoting Library programs and services, as well as Library Foundation programs and services, take precedence over other community information. Local community information has priority over other informational materials.
- B. Materials are of local or widespread general interest and delivered to a Library staff member for acceptance.
- C. Materials with printed fees or prices are accepted if they concern lectures or events or classes (see also Bulletin Board rules and regulations below). Materials which advertise specific businesses or products are not accepted.
- D. General state and federal tax forms and schedules are made available during tax season as provided by the Oregon state and federal government.
- E. Items are removed if they have not been accepted for display by Library staff, when they have been superseded by current information, when their published time period of coverage has ended, or after they have been displayed for a period of three weeks.
- F. Acceptance of materials is subject to space limitations. The library reserves the right to refuse materials because of lack of space and to remove materials to make room for new materials.
- G. Library staff will determine where materials will be placed for distribution.

- H. Bulletin Boards—Each library branch will provide bulletin board space which can be used by local organizations to promote community events. The following rules and regulations will apply:
- A. Only those flyers or posters which promote a scheduled event or program which is open to the public and which is at a location within Central Oregon shall be accepted.
  - B. Acceptance of materials is subject to the limits of available space. The Library reserves the right to remove materials to make room for new materials. Priority will be assigned to library-related events.
  - C. All items must be date stamped by library staff. Items may be displayed for a three week period.
  - D. Posted materials are discarded following the display period.
  - E. Use of multiple bulletin boards is left to the discretion of the staff. The library reserves the right to designate bulletin board space for library-related materials.