DISPLAYS, BULLETIN BOARD and FREE MATERIAL DISTRIBUTION POLICY
Adopted by the CMCLA Board of Directors - February 17, 2009
Revision Approved July 20, 2021; April 18, 2023

BULLETIN BOARDS and DISTRIBUTION
The library bulletin boards in the entrances at the Cedar Mill & Bethany Community Libraries will be used primarily for library messaging and information but may occasionally post fliers that address a pressing local community need. The Cedar Mill and Bethany Community Libraries have limited space for distribution of free local publications and community information. Distribution of such materials by the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials. This type of space for distribution is not available at the Bethany Library.

Those literature racks which are made available for the free distribution of non-commercial materials produced by organizations are limited to those engaged in cultural, educational, intellectual, or charitable activities.

The Library will give preference to materials that:

Originate from the communities served by the Cedar Mill and Bethany Libraries or from Washington County. Important government issued notices or those from local partner agencies may be posted.

The Library does not post or distribute the following publications:

a. personal advertisements
b. garage sale notices
c. on-going regular periodic events (club meetings, church services)
d. election campaign notices or notices of partisan meetings related to election issues
e. legal notices
f. commercial notices/business advertisements
g. lost pet notices

The Library asserts its right and responsibility to ensure that the free material distribution spaces are available on an equitable basis to all groups which request them. Therefore, the Executive Director or designee must approve each item for free distribution. Approval will be guided by the provisions of this Policy and not by the content of the material under consideration.

Materials left for free distribution without approval from the Library will be discarded.

The Library assumes no responsibility for the preservation or protection of materials placed for free distribution or dropped off for posting.

IN-LIBRARY DISPLAYS
The Cedar Mill & Bethany Community Libraries create displays and exhibits in the libraries for public browsing to highlight our collections, all of which have been purchased under the guidance of the Board-approved Materials Selection Policy.

Selection of Displays
New and bestseller acquisitions will be displayed as a matter of course. Additional library displays are planned, organized, and/or implemented by library staff. Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical or educational significance
- Connection to community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- "Staff Picks" titles are titles which reflect the personal taste and reading preferences of various individual staff members.

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by Cedar Mill & Bethany Community Library of the content of the display or exhibit, or of the views expressed in materials on display. Nor does the absence of titles reflect non-support.

Responsibility
Library staff accept suggestions for display topics, but topics and materials selection is at the discretion of the library staff, and ultimately, the Executive Director.