



## **Guidelines: Display and Distribution of Community-Interest and Informational Materials**

### **Bulletin Board/Display Guidelines**

- The Hillsboro Public Library will post announcements for regional cultural, educational, and recreational events on the designated public information bulletin boards. Public service posters are also displayed, space permitting.
- Items will only be posted by library staff, or designated volunteers, who will follow procedures developed by library management under these guidelines.
- Library programs and library-sponsored events will receive top priority.
- No signs advertising sales of items, products or services will be posted except on the behalf of the Hillsboro Library Board, the Library Foundation of Hillsboro, and/or the Friends of Hillsboro Public Library.
- Posting of an announcement or distribution of printed materials does not indicate library or City endorsement, approval, or responsibility for content or activity listed therein.
- In all instances, the Hillsboro Public Library reserves the right to refuse to post or refuse to distribute any announcement or publication.

### **Rules for Printed Materials Distribution**

- Individuals are strictly forbidden to distribute advertising literature inside the libraries, to circulate or post petitions, or to solicit funds for any purpose.
- Also forbidden is the attachment of posters, advertisements or notices on the outside of the library buildings.
- The libraries will not act as agents to sell any type of materials, except on the behalf of the Hillsboro Library Board, the Library Foundation of Hillsboro, and/or the Friends of Hillsboro Public Library.
- As space permits, the libraries will perform the function of distribution center for free printed materials. Space for distribution of these materials is provided as a public service.
- Priority is given to materials most frequently requested by the public.

*adopted July 22, 2011  
updated March 19, 2015*

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