



Bulletin Board and Information Distribution Policy

Community Notices, Public Information, and Designated Distribution Areas

DRAFT FOR BOARD CONSIDERATION

Current policy adopted	January 8, 2018
Proposed adoption	October 13, 2026
Supersedes	Bulletin Board Policy (2018)

1. PURPOSE AND PRINCIPLES

Baker County Library District (BCLD) provides designated bulletin boards and literature distribution areas, where space permits, to inform the public of identifiable community events, activities, programs, meetings, services, resources, employment and volunteer opportunities, and other specific opportunities for public participation or assistance. The purpose of these areas is community information distribution, not unrestricted publication of personal opinions or general commentary.

Community posting and literature distribution spaces are **designated limited public forums** for the purposes described in this policy. BCLD will administer them fairly and consistently, without discrimination based on the viewpoint, beliefs, affiliations, or identity of the individual or organization supplying eligible materials. ***Availability of space and inclusion of a notice do not indicate District sponsorship, approval, or endorsement.***

2. SCOPE AND DESIGNATED AREAS

This policy applies to printed notices, posters, flyers, brochures, pamphlets, and similar materials placed by individuals, community groups, or outside organizations for unattended display or voluntary pickup in areas expressly designated by BCLD. It does not apply to digital community information displays.

The Library Director may designate community bulletin boards or information distribution areas at the main library, branch libraries, and bookmobile, as space and operational conditions permit. The number, size, configuration, and availability of these areas may vary by location. BCLD determines which bulletin boards, literature racks, countertops, or other locations are available for community submissions.

Outside materials may be posted or distributed only in designated areas and in accordance with the posted rules. Where a community bulletin board is designated for self-service use,



individuals may post eligible notices without advance staff approval. Placement elsewhere, including in literature distribution areas not designated for self-service, requires staff authorization. Materials intended for public distribution may not be placed or left elsewhere in the library, including on collection shelves, inside library materials, or on tables, seating, or other furnishings. Materials may not be affixed to walls, doors, windows, or other surfaces except as authorized by staff. Unauthorized materials may be removed and disposed of by library staff.

Library-created communications, library-curated displays, official notices, and materials distributed as part of a District program or partnership are governed by applicable District policies and administrative direction. Designating community posting areas does not require BCLD to make other display surfaces available for outside use. Location-specific rules must be consistent with this policy and administered in a viewpoint-neutral manner.

3. ELIGIBLE MATERIALS

Eligible materials must have a clear, substantive connection to an identifiable local or regional event, meeting, activity, program, service, resource, employment or volunteer opportunity, governmental process, election, or other specific opportunity for community participation or assistance. Examples include announcements of public meetings; educational, cultural, recreational, civic, religious, or charitable programs; employment and volunteer recruitment; public-service information; community notices seeking or offering assistance, including lost-and-found announcements, missing-pet notices, and similar noncommercial requests relevant to the local community; and nonpartisan information about candidates, ballot measures, elections, or petition processes, subject to the restrictions on electoral campaign materials in Section 6.

The material should provide sufficient information for a reader to identify and understand its specific community purpose, including the relevant event, activity, opportunity, service, resource, process, or circumstance. A particular date is not required for ongoing programs, services, community notices, or opportunities.

Eligible materials may contain opinions, advocacy, criticism, religious messages, or other viewpoints relating to the qualifying event, activity, service, opportunity, or process, except for electoral campaign advocacy excluded under Section 6. Eligibility does not depend on whether the viewpoint is popular, controversial, or shared by BCLD.

Materials whose primary purpose is to present a general personal opinion, ideological statement, manifesto, or commentary without a clear and substantive connection to one of the permitted informational purposes are outside the scope of these designated areas, regardless of the viewpoint expressed. A flyer does not become eligible merely by adding a nominal event, organization name, contact address, or website that has no substantive relationship to its primary message.



Ordinary advertising whose primary purpose is the sale or promotion of commercial goods or services is excluded. A fee, admission charge, or fundraising component does not automatically make an otherwise eligible community event or program commercial advertising. Staff will apply this distinction consistently and without regard to viewpoint.

4. TIME, PLACE, AND MANNER RULES

Designated community bulletin boards may operate on a self-service basis. Advance submission, staff screening, or individual approval is not required unless a particular location is marked as staff-managed. A concise summary of posting rules will be displayed at each self-service board. Posters are subject to this policy whether posted by the public or placed by staff. A posted item may not exceed 11 by 17 inches unless otherwise authorized by the Director. Smaller size limits may be established for individual locations based on available space. Normally no more than one copy of the same item will be displayed in a given posting area at one time.

An item advertising a dated event may remain until the event concludes. General undated notices may remain for up to 30 calendar days, with renewal or replacement permitted if space allows. Continuing public-service information may remain longer, subject to periodic review for currency. Posters should include an event date or posting date when applicable; staff may mark an item with the date observed or reviewed. Staff will periodically inspect posting areas and may remove outdated, damaged, duplicated, excess, or ineligible materials. Staff may rotate eligible items using objective criteria such as date observed, event date, geographic relevance, and whether the submitter already has materials displayed. These criteria must be applied without regard to viewpoint.

Printed materials may be made available for voluntary pickup only. This policy does not authorize unattended literature to be accompanied by in-person canvassing, verbal solicitation, requests for signatures, distribution directly to patrons, fundraising appeals to patrons, or signs directing patrons to take materials. Such activities, if permitted, are governed separately by the District's conduct and time, manner, and place rules.

Materials must not obstruct accessibility routes, circulation, fire safety equipment, exits, service counters, or library operations. Members of the public may post eligible materials in designated self-service areas. Removal of another person's posting requires staff authorization, and posting or removal methods must not damage District property.

Unauthorized Interference with Posted Materials

Only library staff or persons authorized by staff may remove or relocate materials posted by others in designated community information areas. Patrons may not interfere with otherwise authorized postings including removal, relocation, altering, obscuring, or defacing materials



because of disagreement with or objection to their content, viewpoint, sponsor, or advertised activity. Such interference may constitute a violation of the BCLD Patron Code of Conduct, including provisions protecting others' lawful use and enjoyment of library services and facilities. This restriction does not apply to taking individual copies of materials expressly provided for public distribution. Violations may result in corrective action or restrictions on library privileges consistent with applicable District policies.

Persons who believe a posting violates this policy should bring their concerns to library staff rather than removing or altering the material themselves.

5. INELIGIBLE AND UNLAWFUL MATERIALS

BCLD may refuse or remove materials that lack the substantive connection to a permitted community informational purpose required by Section 3; constitute ordinary commercial advertising as described in Section 3; constitute electoral campaign materials excluded under Section 6; or fail to comply with the neutral time, place, and manner rules in Section 4. Staff must apply these eligibility standards consistently, without favoring or disfavoring a particular viewpoint within the categories of expression permitted by this policy.

When the legality of posted or proposed material is uncertain, staff will refer the matter to the Director rather than making independent legal determinations. The Director may consult legal counsel when warranted. Temporary withholding or removal may be authorized when necessary to address a credible safety threat or substantial risk of unlawful content, pending prompt review.

6. POLITICAL ACTIVITY AND DISTRICT NEUTRALITY

Electoral Campaign Materials

BCLD community bulletin boards and information distribution areas are intended to provide community information, not to serve as venues for electoral campaigning. Materials that expressly advocate for or against a political party, the election or defeat of an identifiable candidate, the passage or defeat of a ballot measure, or an initiative, referendum, or recall petition campaign are not eligible for posting or distribution in these areas. This restriction applies equally to all candidates, parties, measures, petitions, and positions, regardless of the identity or viewpoint of the sponsor.

Nonpartisan election information remains eligible, including voter registration materials, official election notices, impartial candidate and ballot-measure information, and announcements of candidate forums, public debates, and other election-related educational events conducted on a nonpartisan basis.

These restrictions apply only to BCLD's designated community posting and distribution areas. They do not restrict patrons' lawful political expression, access to library collections, or participation in programs under other applicable District policies.



District Neutrality and Staff Responsibilities

Allowing eligible, privately supplied, nonpartisan election-related materials in designated community information areas does not constitute BCLD endorsement. Staff will periodically review posted materials and respond to requests or concerns consistently and in a viewpoint-neutral manner, applying the eligibility criteria established by this policy. Staff will not use their official positions to promote or oppose a political committee, candidate, initiative, referendum, recall petition, or ballot measure.

Official, nonpartisan voter information may also be displayed in appropriate locations. District activities and communications must comply with ORS 260.432 and other applicable election laws. Any additional restrictions required by law at an official ballot drop site or other designated election facility will apply during the relevant period.

7. REVIEW, REMOVAL, AND APPEAL

The Library Director is responsible for implementation and may designate staff to maintain posting areas.

Concerns about posted materials must be directed to library staff; unauthorized removal, alteration, or concealment of posted materials is prohibited under Section 4.

BCLD does not routinely review submissions before posting or notify submitters when materials are removed in the course of ordinary maintenance or enforcement of posting rules. Staff may remove clearly ineligible materials, including ordinary commercial advertising, expired notices, or items posted in unauthorized locations, without prior notice. Routine removal need not generate a separate written decision or individualized record. If a submitter inquires, staff will explain the relevant policy basis for removal and may refer a disputed determination to the Director. Decisions involving substantial interpretive, safety, or legal concerns will be referred to the Director and documented as appropriate.

A submitter who disputes a denial or removal may request reconsideration by the Director in writing within 10 business days after learning of the decision or receiving an explanation. The Director will ordinarily issue a written determination within 15 business days after receiving the request, or notify the submitter of the reason for additional time.

A person dissatisfied with the Director's determination may seek administrative review under BCLD's Administrative Review of Library Services Policy, to the extent applicable. Staff will refer broader complaints or grievances to the process established by the relevant District policy. An item excluded for a genuine safety or legal concern need not remain posted during review.

Any person may submit a written concern alleging that displayed materials do not comply with this policy. Staff may resolve straightforward violations of established eligibility or posting requirements through routine maintenance. Concerns requiring interpretation of this policy,



involving disputed eligibility, or raising substantial safety or legal questions will be referred to the Director.

Materials ordinarily will remain available during formal review unless their continued display presents a credible safety concern or a substantial risk of unlawful content. This does not prevent staff from removing materials that independently and clearly violate objective eligibility or posting requirements, subject to the reconsideration procedures established above.

Disagreement with or offense taken at a viewpoint is not sufficient grounds for removal. The Director will communicate the disposition of a formal written complaint to the complainant and, when contact information is available and circumstances warrant, to the submitter.

8. DISCLAIMER, MATERIAL HANDLING, AND RECORDS

BCLD will display a permanent notice at each designated community posting or literature distribution area stating that third-party materials are not sponsored or endorsed by the District and explaining how to raise concerns. BCLD is not responsible for the accuracy, quality, availability, or conduct of events or services advertised by outside parties. Submitted materials may be discarded after expiration or removal and ordinarily will not be returned. The District assumes no responsibility for loss or damage to submitted copies.

Records generated in administering disputes or formal reviews will be maintained according to applicable public-records and records-retention requirements. Routine posted copies need not be preserved except as required by an applicable retention schedule, pending records request, litigation hold, or other legal obligation.

9. RELATED POLICIES AND REVIEW

This policy should be read together with BCLD's Library Displays Policy; Collection Development Policy; Administrative Review of Library Services; Public Complaint / Patron Grievance Policy and Procedure; Patron Code of Conduct; Time, Place, Manner – Public Demonstrations Policy; and Public Records Policy, as applicable.

The Library Director may establish and revise administrative procedures consistent with this policy governing self-service posting, staff-managed distribution areas, posted rules, optional date-marking, periodic inspection, rotation, expiration, removal, requests for staff review, and routine maintenance of community information areas.

The Director will periodically review implementation, and the Board will review this policy at least every four years or sooner when warranted by developments in law or library practice.

Policy history: Adopted 6/18/2007; amended 1/8/2018; revised [10/13/2026].