



Pickerington Public Library

Bulletin Board/Information Distribution Policy

Board Policy:

DATE REVIEWED: 9/20/2021
DATE APPROVED: 9/20/2021
EFFECTIVE DATE: 9/20/2021
REPLACING POLICY EFFECTIVE: 8/11/2016

The Pickerington Public Library (PPL) provides a designated area available only to non-profit groups serving Fairfield County and the Pickerington Local School District (PLSD) for the posting of information related to specific educational, cultural, civic, governmental, intellectual, or charitable activities and events. The primary purpose of the material must be to inform the public of the organization's programs, services, or events.

PPL provides space for the distribution of the following:

- Events in which PPL is cosponsoring
- PLSD School sponsored events and services
- City of Pickerington information and events
- Violet Township information and events
- Fairfield County and Franklin County information and events
- State of Ohio information and events
- Any community event that aligns with the mission and vision of the Library
- Free community newspapers and magazines

Materials fitting the above criteria will not be excluded because of the background or views of their author(s).

The presence of a poster, brochure, flyer, or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the information or events posted.

Administrative Procedure:

DATE APPROVED: 9/20/2021
EFFECTIVE DATE: 9/20/2021
REPLACING PROCEDURE EFFECTIVE: 8/11/2016

- A. The Library has limited space in which to distribute materials and therefore reserve the right to determine the quantity and length of time materials are made available. Preference for space and length of distribution will be given to materials promoting Library related groups (such as the Friends of the Library) and co-sponsored events, and local community information. Materials meeting the criteria for distribution will be distributed for a minimum of one day. All material removed from the distribution area will be discarded. Items that do not meet the criteria will be discarded.

- B. Large posters and announcements may not be accepted due to space limitations. Postings must be no larger than 8.5"x14". Only library signs will be posted on the library entrance doors.
- C. Materials periodically will be rotated and/or discarded. Materials will not be posted any sooner than four weeks prior to the event and will be removed and discarded after the event.
- D. Materials promoting business or commercial ventures, doctrinal beliefs, petitions, personal sales or advertisements will not be accepted for distribution.
- E. Job postings will be accepted, but not posted on a community board. This information will be kept, managed and distributed by the library's Information and Research Department.
- F. Postings promoting religious services and/or activities may not be posted.
- G. To aid voters in becoming better informed about ballot issues and candidates, the library may display and distribute literature representing all points of view.
- Voter Education Materials:
 - Campaign materials for political candidates will be made available to library patrons in designated areas for no more than eight weeks prior to the election. These materials will be removed and discarded the immediate day following the election.
 - The Library will accept Campaign literature for display or distribution only after the library communicates to the community through a press release and community conversations.
 - Campaign material that is not literature (including, but not limited to, bumper stickers, yard signs, and campaign buttons) will not be considered for display or distribution.
 - Political materials prepared by non-partisan civic organizations or political associations which contain candidate or issue information will be distributed with the understanding that any opposing points of view will be given the same opportunity.
- H. Selected Location Distribution:
- Items must identify the contact person and/or organization and provide an address and/or phone number from which additional information may be obtained.
 - Events advertised must be timely in nature; generally not more than 1 month in advance of the event.
 - PPL staff is not responsible for monitoring or restocking such materials.
 - All postings must be approved and initialed by the Community Engagement Manager or her/his designee and must contain contact information for the organization.
 - Materials posted without approval will be removed.

- I. PPL will not remove or shield materials for distribution due to controversial content or images. Individuals questioning material in PPL may ask library staff about such material. The staff person in charge of the location at the time will discuss these concerns and give the customer a copy of this policy. Individuals may formally request reconsideration of distribution of such material by submitting a written request to the Director or Community Engagement Manager.
- J. When a request is received, the Community Engagement Manager or his/her designee will provide a response. Any appeals to this response will be referred to the Library Director with an explanation of the decision. The Director will provide a response on the appeal directly to the customer initiating the appeal. Appeals of the Director's decision will be referred to the PPL Board, with an administrative recommendation for disposition. The final responsibility for removal of such materials resides with the Board of Trustees.
- K. The presence of a poster, brochure, flyer, or any other notice in the library does not necessarily indicate that the library either advocates or endorses the viewpoints expressed.