

ORANGE PUBLIC LIBRARY

POSTING AND DISTRIBUTION OF INFORMATION

*Replaced "Exhibits, Displays, & Distribution of Free Materials" Originally adopted by
The Orange Public Library Board of Trustees on June 26, 2006
Revised and/or Adopted: 12/13/2010; 7/20/2015; 3/7/2019; 12/20/2019; 8/17/2026*

The Orange Public Library strives to provide the community with valuable and resourceful information by providing a designated space ~~inside the Library~~ for posting ~~and distributing~~ materials.

Priority in posting goes to the Orange Public Library and the city of Orange.

~~The Orange Public Library does not promote for-profit businesses, groups, organizations, and/or individuals. Examples of items not permitted include advertisements for services provided (whether for a fee or for free), flyers on lost pets, missing persons, items for sale/rent, roommate requests, or any other similar requests or advertisements.~~ The Library bulletin board is a limited forum for community information. The Library may limit postings to the categories identified in this policy. Acceptance of a posting does not constitute endorsement by the Library or the City.

Items acceptable for submission (if space is available) include:

1. FREE programs and events that take place in the city of Orange and do not promote a for-profit business.
2. Non-profit events that take place in the city of Orange and do not promote a for-profit business.
3. Local/State Government information, including job flyers.
4. Items of an educational nature that do not promote a for-profit business.

Materials placed in the Library without permission will be removed and recycled.

Materials ~~for posting or distribution~~ shall not be larger than 8.5" x 11" (standard paper size).

Library staff has the authority to deny/accept material based on these guidelines; however, the Library Director and/or appointed designee has the final approval. In most cases, the appointed designee will be the Executive Assistant for the Orange Public Library.

Requests to post or distribute materials outside of the Library

Posting material ~~outside of the Library~~ on the Library buildings and adjacent structures, fixtures, signs, landscaping, or other City property is not permitted.

Individuals and groups, ~~organizations and/or businesses~~ wishing to distribute materials outside of the Library may do so ~~with the library's permission~~ provided that such activities do not interfere with Library operations, pedestrian access, or ADA accessibility requirements. Areas reserved for a Library or City-sponsored event may be unavailable during the reserved time and use. Individuals and groups seeking to use an area reserved for a Library or City event shall coordinate with the Executive Assistant regarding availability of that reserved area. ~~All requests shall be made through the Executive Assistant of the Orange Public Library has not been permitted for a Library event. Permission to set up does not constitute the library's endorsement.~~ Distribution of

materials outside the Library does not constitute Library or City endorsement of any message, organization, event, or activity. ~~If permitted, the~~ Individuals and groups shall not infringe or hinder the public's entrance to the Library and must ensure ADA compliance. The Library ~~does~~ shall not assist with set up nor provide use of materials or equipment, including tables and chairs.

Individuals and groups distributing materials outside of the Library may not:

1. Block or impede entrances, exits, walkways, drive aisles, or ADA access routes.
2. Interfere with Library operations, programs, or patron access to Library facilities.
3. Attach materials to Library buildings, adjacent structures, fixtures, signs, landscaping, or other City property.
4. Use amplified sound that disrupts Library operations.
5. Represent that their activities are sponsored, approved, or endorsed by the Library or the City.

Individuals and groups may not distribute or set up inside of the Library.