

Effective August 1, 2006

**Orange County Library System**  
**Bulletin Board and Brochure Display Policy**

The purpose of the bulletin boards and brochure racks in the Orlando Public Library (OPL) and Branch Libraries is to primarily provide information to the community about the Orange County Library System and government agencies. As space allows, information may also be provided about various nonprofit organizations, public and private educational and cultural institutions, including the activities and events they sponsor.

The types of organizations listed above may submit items for consideration either to the Community Relations Office at OPL for display or distribution at the main library and/or system-wide or to a Branch Manager/Department Head for individual Branch/Department display or distribution.

OPL and its branches reserve the right to determine the appropriateness of content for each item before it is accepted for display or distribution. Acceptance does not guarantee continued display and/or distribution. All publications must be clean, clear, and intelligible, with a professional appearance. They should include contact information, including address and telephone number. Nonprofit status does not guarantee acceptance of items for the bulletin boards or the brochure racks.

Approved items will be displayed as space is available and may be changed or rotated periodically by OPL or branch staff. Excess or out-of-date copies will be discarded. Items submitted and not approved may be retrieved. If not, they will be discarded. Items delivered to OPL or its branches, posted on the bulletin boards, or left in the brochure racks without approval will be discarded.

Appropriate posters, flyers, and notices that have been approved, promoting an upcoming event or activity may be displayed on the bulletin boards. In OPL, informational pieces on events of general community interest are placed on the main bulletin board, and those on specific topics are routed to the applicable departments. Items of local community interest are given preference. Branch Libraries post and display items as space and facilities permit.

The Orange County Library System does not display or distribute publications such as newspapers, magazines, advertisements, classified or want ads, real estate guides, and apartment guides. These materials are generally available in the Library's collection or at numerous stands and machines located throughout the area.

**July 13, 2006**  
**Approved by the Board of Trustees**