

Woodland Public Library Posting Policy

It is the policy of Woodland Public Library, as a part of its information mission and as a public service, to provide access to community information by providing spaces for the free distribution of handouts, and the public posting of flyers, notices, and posters not prohibited by law.

In keeping with the Library's mission, non-Library materials acceptable for posting or distribution are limited to those promoting cultural, educational, intellectual, non-commercial, or charitable activities. Campaign materials, materials containing proselytizing speech, and commercial materials such as business advertisements or promotions are not permitted.

All materials proposed for posting or distribution must be submitted to Library staff and approved by the Library Director or designee.

Distribution or posting of materials at the Library does not indicate the Library's endorsement of the ideas, issues, or events promoted by those materials.

Placement, Quantity and Size

The Library Director shall designate which spaces, such as bulletin boards, literature racks, counter tops, desktops, or shelves are available for free distribution or posting of non-library materials within the Library or on Library grounds.

The Library will give preference to materials that:

- are of general community interest
- originate with organizations located in the City of Woodland
- announce events, activities, and services in a timely fashion
- are of a suitable size and, in the case of handouts, of suitable quantity

Duration and Responsibility

Materials will be posted or placed for free distribution for 30 days, or until the last day of the event. After 30 days, materials will be discarded.

The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

Materials posted or left for free distribution without approval from the Library will be discarded.

Materials known to be illegal will not be posted or placed for distribution.