



## Lake Oswego Public Library Bulletin Board Policy

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The Lake Oswego Public Library provides bulletin board space in the lobby area with the goal of providing information for all people of the community. One bulletin board is reserved for official government notices, and the other bulletin board is available for postings from individuals, nonprofit groups, or private businesses.

The public bulletin board is designated as a limited public forum for displaying community events, non-profit information, and other information of interest to the Lake Oswego community. The bulletin board shall be available to all persons and groups, for any purpose consistent with the laws of the State of Oregon, ordinances of the City of Lake Oswego, and the Library's Code of Conduct. Bulletin board items must be submitted to library staff to be considered for display in accordance with the rules of the policy. Items which are posted by the public without prior authorization will be removed.

Due to space limitations, the following rules apply. Postings will be managed on a first-come, first-served basis. Postings will be stamped with the date they are posted on the board and the oldest postings will be removed first. 11x17 is the maximum size for postings. The Library may limit organizations to one posting at a time. The Library may prioritize community event and non-profit information over commercial advertising.

The Library reserves the right to refuse to post, and remove announcements, which are judged not to meet the above criteria. The Library does not endorse any goods or services, makes no representation as to the accuracy of information, and assumes no liability for the quality or safety of any goods or services that may be the subject of postings. The Library is not responsible for returning posted items or for the unauthorized removal of posted items.

Appeals may be made in writing to the Library Director or their designee within 10 business days. The Library Director or designee will review the posting against this policy and make a final decision within 10 business days from receipt of the appeal. The final decision will also be communicated in writing.

Revised February 2026