

Board & Pamphlet Space Policy

Reviewed May 2026

McMinnville Public Library, being a center of information, has a place to display and promote non-profit cultural, educational, and civic events in McMinnville and Yamhill County. AS SPACE ALLOWS, the Library will post notices on the upstairs board and/or put out pamphlets that meet the following criteria:

Non-profit: The event advertised may have a charge, but no profits are gained. It is not for a commercial enterprise. Examples: NPR, recognized local non-profit groups (Henderson House, Habitat for Humanity, UNIDOS, Juliette's House).

Educational: Functions for public and private schools, home school groups, and non-profit groups supporting education.

Cultural: Cultural, non-profit groups or events (i.e. Resource Fairs and McMinnville Downtown Association events).

Civic: Notices for events sponsored by local government or civic groups that are of cultural or educational interest (i.e. City Club, MDA, Chamber).

In all cases, preference will be given to:

- Library sponsored events and groups such as the Friends of the Library and the Library Foundation of McMinnville. Other bulletin boards and pamphlet space in the library are reserved for library postings.
- Beyond Library events, "non-partisan" local/community information and events

All postings and pamphlets must be submitted to Library staff at the Circulation Desk and will be dated and posted as soon as possible and as space allows (usually evaluated on Mondays). Generally, no posting will remain on the bulletin board for more than two weeks.

The Library reserves the right to refuse to post and the right to remove announcements, posters, displays, and pamphlets or exhibits which in its judgment; do not meet the above criteria.

Acceptance of materials for display does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library assumes no liability for the quality or safety of any goods or services which may be the subject of postings, displays or pamphlets.