

Display of Community Information

- A display area is provided in each library for information about library services, programs and activities as well as information about activities sponsored by non-profit community organizations.
- The space available may limit the amount of material that can be displayed in each location. Information about library activities will receive first priority.
- Requests for display of materials, other than library produced, must be submitted to the CEO's office for approval and, if approved, for distribution to the branches as well as Central.
- Posters, announcements and promotional material must be professional in appearance, lettering, and reproduction, and must provide information about services, activities or events of established non-profit community organizations in the Tulsa Metropolitan area. Services, activities and events must be of a civic, cultural, charitable or educational nature and available to the public without prejudice or discrimination.
- Material is not excluded because of origin, background or views of the creator.
- Branch managers, following this general policy, may approve material for a location that pertains only to their local community.
- Each branch manager is responsible for arranging and maintaining the display area. The Public Relations Office is responsible for updating and maintaining these areas at the Central Library.

Distribution of Community Information

- The library will distribute free material through the branches as well as Central.
- Space available may limit the amount and number of items distributed. Library-related brochures and fliers will receive first priority.
- The library is not able to print items for distribution.
- All requested material for distribution through the library system must first be presented to the Executive Office for approval. Brochures, fliers, class schedules and course offerings, calendar of activities and schedules, promotional material and announcements must provide information about services, activities or events of established non-profit community organizations in the Tulsa Metropolitan area.
- Tulsa-oriented newspapers/magazines available for free distribution will be accepted only at regional libraries and Central because of the increased number of offerings and limited space. Single copies may be accepted (as space permits) and placed on the gift magazine shelf of each branch library.
- Material is not excluded because of origin, background or views of the creator.
- Branch managers at each location, following this general policy, may approve material that pertains to their local community.