

Display and Distribution 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.
- Except for extraordinary circumstances as determined by the CEO an exhibit topic or sponsor, other than the library, can be represented only once during a 24-month period. The library may determine that several groups should work together to co-sponsor a display.
- 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 for approval through the portal located on the TCCL homepage, unless they are a recognized Community Partner. Community Partners include government agencies, educational institutions, and other agencies that routinely support library services. Posters, announcements and promotional material must be professional in appearance, lettering, and reproduction, include contact information, and must provide information about services, activities or events of established nonprofit 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.
- The library is not able to print items for distribution.
- 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.
- Due to limited space, Tulsa oriented newspapers/magazines available for free distribution may be accepted at some locations.