



AGENDA MATERIAL

BOARD OF SUPERVISORS AGENDA ITEM REPORT

DATE 7/25/23

ITEM NO. RA12

Requested Board Meeting Date: 7/25/2023

*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Revisions to Board of Supervisors Policy D 32.1 – Pima County Public Library Bulletin Board and Handout Policy

***Introduction/Background:**

The Pima County Public Library's Bulletin Board and Handout Policy, adopted in 2007, is being revised to minimize confusion and clarify the process.

***Discussion:**

The 2023 revisions to the Library's Bulletin Board and Handout Policy include a reorganization of content and the addition of a clear procedure for posting materials in libraries. As part of this procedure, the Library Foundation, Friends, and other Governmental entities are prioritized. Additionally, a confusing mention of partisan political materials has been removed.

***Conclusion:**

Updating BOS Policy D 32.1 in 2023 will allow for clarity regarding the process to post on library bulletin boards and handout areas.

***Recommendation:**

The Library Department and the Library Advisory Board recommends the revisions of Policy D 32.1 as presented.

***Fiscal Impact:**

None

***Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Library Department

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Contact: Amber Mathewson

Telephone: 520-594-5650

Department Director Signature: _____

Amber Mathewson

Date: _____

7/19/23

Deputy County Administrator Signature: _____

[Signature]

Date: _____

19 July 2023

County Administrator Signature: _____

Date: _____

07/19/23

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REVISED STRIKETHROUGH VERSION



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject:

Pima County Public Library - Bulletin Board and Handout Policy

Policy Number

D 32.1

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Purpose:

To set forth the terms and conditions under which the Pima County Public Library will use bulletin boards to educate and inform the public about the Library and its services and to promote other community services and activities.

Policy:

Pima County Public Library (PCPL) facilities may have bulletin boards and handout areas to provide information of local interest to library customers.— The amount of space available is limited and will vary in each branch library. Anyone requesting distribution and posting at all PCPL locations must have approval from the PCPL Public Information Officer. The Community Relations Manager, or the Librarian in charge of the library. The Managing Librarian or designee will approve items for posting on any bulletin board or placement in the handout area at specific library locations and will retain the ultimate discretion in choosing what is posted. All posting will be temporary and must be dated. All postings must clearly state the sponsoring agency, organization or individual.

Personal notices, including notices representing a single individual's view, legal notices, and notices of a commercial nature are, without exception, prohibited. Pima County Public Library follows A.S.R.S. 16-515 related to the posting of political materials.

Procedure:

To request distribution approval, please contact the PCPL Public Information Officer at library.news@pima.gov . If approved, posting pPriority will be given in the following order:

- 1) Notices that promote the activities and services of the Pima County Public Library; and Pima County, including information on county-wide ballot issues;
- 2) Notices from the Library Foundation and Friends of the Library;
- 3) Notices provided by other governmental entities such as Pima County, cities, state and federal governments;
- 2)4) Notices from public educational institutions and museums regarding cultural events; and,
- 3)5) If space is available, newspapers and publications of general community interest which contain no more than 50% advertising.

~~Partisan political materials are allowed during specific periods before elections, but cannot be posted when such posting would violate election laws.~~

~~Personal notices, including notices representing a single individual's view, legal notices, and notices of a commercial nature are, without exception, prohibited.~~

REVISED STRIKETHROUGH VERSION

~~Anyone requesting system-wide distribution and posting must have approval from the Community Relations Manager.~~ Approved items will be distributed and displayed as soon as possible based on available space and the priorities and restrictions outlined above. There is no guarantee that items approved for system-wide posting will be posted in all locations. All bulletin boards and handout areas are checked regularly to remove outdated materials. The Library reserves the right to remove any item at any time in order to make room for higher priority postings.

Adopted: August 7, 2007

Revised: July 25, 2023