

3.13 READER BOARD POLICY

The purpose of the Reader Board is to allow for the display of library information and public service messages or event announcements promoting community events that provide a substantial benefit to Asotin County residents.

The Reader Board is not an open public forum. It is a limited public forum that can be used only for the specific purposes described in this policy. The provision of display space to non-Library related groups does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group.

Specific Uses Allowed

The following messages are permitted for display:

1. Events sponsored by the Library, the Library Foundation or the Friends of the Library
2. Promotions for entertainment, recreational, educational, festival, sporting, or other events located in the County and sponsored by local, non-profit or similar community organizations
3. Events sponsored by other local governments
4. Community events that are commercially sponsored and occurring within the County, when proceeds are used for specific community service projects or donated to a non-profit
5. Welcoming or other messages, such as those for class reunions, conventions and conferences, athletic tournament participation, local winner of major event, etc., for events occurring within the County
6. Locational voting information or reminders to vote that do not endorse or oppose a specific candidate or ballot measure
7. Entertainment, sporting, recreational, educational or fundraising events sponsored or promoted by other nearby government agencies

Community events that occur in Asotin County must meet the following criteria:

1. Not a regular meeting or regular function of an organization, unless the regular function is for a regularly recurring, such as annually, festival or event. The exception to this is any regular meeting or function of the Library, Library Foundation or Friends of Asotin County Library
2. Conducted by a non-profit charitable organization
3. Open to the public
4. Limited duration, not to exceed 10 days
5. No more frequent than twice in any calendar year

6. Not part of a regular on-going activity of the organization

Uses That Are Not Allowed

A proposed message that is not listed below as prohibited is prohibited if it does not fit the criteria of allowed signs above. The following are examples of messages that are not permitted for display:

1. Personal messages for family members
 2. Promotion for sales of goods and/or services
 3. Banners of religious organizations promoting an event that is not otherwise in an allowed category
 4. Banners of political parties or political groups promoting an event that is not otherwise in an allowed category
 5. Advertisements of clubs or organizations for an event in the County that is primarily for local membership participation but not open to the public
 6. Non-governmental messages not promoting an event including, but not limited to, philosophical, political, and religious messages
- If there is a conflict in requested dates, priority will be given as follows:
1. Asotin County Library
 2. Friends of Asotin County Library or Asotin County Library Foundation
 3. First-come, first-served if multiple organizations from the same category above.

Procedures.

- Application
 - Reservations are accepted on a first-come, first-served basis on the ACL website, by phone or in person any of our three branches.
 - Before space is reserved and use of the Reader Board is authorized, the following information must be provided:
 1. Contact information for the sponsor of activity to be promoted
 2. Proof of non-profit status
 3. Event to be promoted and date(s)
 4. Location of event
 5. Event description showing benefit to the community

- Payment
 - Use of the Reader Board is free
- Approval Process – Reader Board
 - The Director of Library or authorized designate will make the initial determination whether to allow or disallow use of the Reader Board.

Appeal Process.

- A decision by the Director not to allow use of the Reader Board may be appealed in writing to the Library Board of Trustees for final determination.
- Written requests must be received by the Library Board of Trustees within ten (10) business days following denial.
- The Library Board of Trustees will base all final decisions on the following criteria:
 - Whether the proposed message meets the above criteria for allowable displays.
 - Whether there are other proposed allowable messages seeking the same time slot or display space that, under the intent of the policy, more clearly meet the criteria of this policy.

General.

- Use of the Reader Board is limited to one week per application.
- Reader Board messages are limited to 4 lines, approximately 22 characters per line (including spaces between characters). This may be changed when board arrives and training has taken place without board approval.

Approved by the Asotin County Board of Trustees, April 22, 2021.