



# Public Information Policy – Mapping Document

Promote library programs, events, services, and collections; support community groups, events, and publicly relevant documentation by being an information hub

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## Purpose of the Public Information Policy

The library's Public Information Policy is intended for use by the library staff, library advisory board, governing officials, and community members to provide guidance and clarification about the promotions and sharing of information the library provides via public viewing documents, digital content, and bulletin boards.

## Public Information Goals

- *Promote library programs, events, services, and collections* (Bastrop Public Library Social Media Policy, 2018 [SMP2018], page 1, note 4)
- *Foster online community information sharing* (SMP2018, page 1, note 5).
- Provide physical and digital spaces for information
- Set expectations and standards for submitting publicity items and public viewing documents

## Principles and Objectives

- *All library users will be treated with respect, and all content posted to sites maintained by the library is subject to Bastrop Public Library's User Responsibility and Conduct Policy* (SMP2018, page 2, notes 8-9).
- All users are entitled to confidentiality pursuant to Government Code Section 552.124, unless otherwise excepted.
- *The library will maintain high standards for its digital content and interactions by providing positive, truthful, quality information over a limited number of platforms* (SMP2018, page 1, note 2).
- *Community content is inclusive of non-profit, government, informational, cultural, non-partisan, fundraising, educational, and civic announcements* (Bastrop Public Library Bulletin Board and Flyer Policy, 2016 [BBFP2016], page 1, note 1).

## Contact Us

- In person at the check-out or information desks
- Via telephone at 512-332-8880
- Via email at [info@bastroplibrary.org](mailto:info@bastroplibrary.org)
- Online at [www.bastroplibrary.org](http://www.bastroplibrary.org)
- Via mailing address:  
Bastrop Public Library  
P.O. Box 670  
Bastrop, Texas, 78602.

*At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation.*

## **Public Viewing Documents**

Bastrop Public Library receives public viewing documents from third-party companies. These documents are most often applications for permits or renewals that must be available to citizens for public comment.

Public viewing documents are received at the public service desks and via the mail. Contact information and other data must be shared with library staff via the Public Viewing Document Form found in the appendix. It is up to the document owner to convey updated information pertaining to the document to ensure its continued availability.

Bastrop Public Library makes public viewing documents available in the main area of the library for the specified time. Documents not picked up within 30 days after the designated viewing period, will be disposed of appropriately.

Public viewing documents may be digitized and made available online for ease of access at staff's discretion based on public demand.

## **Bulletin Boards**

Bastrop Public Library provides bulletin boards as a community service to promote *local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofits, education opportunities, or other services that are of a nonprofit, non-self-supporting nature* (BBFP2016, page 1, note 1).

*The library's bulletin boards are designed and intended to directly aid and supplement the primary activities of the library and City of Bastrop* (BBFP2016, page 1, notes 2-3; Bastrop Public Library Display and Flyer Policy, 2016 [DFP2016], page 1, note 1). *All library and/or City activities take precedence over non-library activities, publications, or displays* (BBFP2016, page 1, notes 2-3; DFP2016, page 1, note 1).

Informational flyers that are on standard 8.5 x 11" paper or smaller should be submitted at the Circulation desk. *Flyers may be resized to fit the available space* (BBFP2016, page 1, note 9). *Notices posted without authorization will be removed* (BBFP2016, page 1, note 8; DFP2016, page 1, note 4).

*Items will be removed from the bulletin board after the event date posted on the flyer, after 60 days of the flyer being posted, or at the library's discretion* (BBFP2016, page 1, note 7; DFP, page 1, note 3).

*Informational notices of a personal or commercial nature will not be posted* (BBFP2016, page 1, notes 4-6; DFP2016, page 2, note 8). *This includes but is not limited to personal or babysitting ads, lost pet and garage sale notices, campaign literature, service or commercial business advertisements, and personal fundraisers* (BBFP2016, page 1, notes 4-6; DFP2016, page 2, note 8).

*Granting permission to display materials does not imply the library's endorsement of content, the sponsoring organization, or its views* (BBFP2016, pages 1-2, notes 10-11; DFP2016, page 1, note 5). *The library does not take responsibility for the accuracy of statements made in community-posted materials* (BBFP2016, pages 1-2, notes 10-11; DFP2016, page 1, note 5). *The library accepts no responsibility for loss or damage to any item accepted for posting* (DFP2016, page 1, note 6). The library reserves the right to refuse to post flyers that do not meet the above criteria.

## **Digital Content**

Bastrop Public Library provides a website, various social media, and other web-based content *to promote library endeavors, share community content, and curate a digital third space for library users* (SMP2018, page 1, notes 1 and 3).

*The library's digital content is designed and intended to directly aid and supplement the primary activities of the library and City of Bastrop* (DFP2016, page 1, note 2). *Other community events, such as local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofits, education opportunities, or other services that are of a non-profit, non-self-supporting nature may be promoted in the library's digital spaces at the library's discretion* (DFP2016, page 1, note 7).

*The library director may appoint any library employee(s) to have access to and/or to create digital content platforms in order to post, monitor interactions, delete inappropriate posts, and to curate interest and interactions* (SMP2018, page 1, notes 6-7). *In addition, the City of Bastrop Public Information Officer will have administrative access to all digital content platforms for archiving and public record purposes* (SMP2018, page 1, notes 6-7).

Comments, posts, and messages from the public are welcomed and encouraged. However, the library's digital content sites are not intended to be public forums for the general exchange of ideas and viewpoints, but a limited forum for discussion of library-related information. *All interactions must adhere to the Bastrop Public Library's User Responsibility and Conduct Policy* (SMP2018, page 2, notes 8-9). *Bastrop Public Library reserves the right to delete or hide messages and comments that do not adhere to the library policy and/or that are spam* (SMP2018, page 2, notes 8-9). Copies of deleted posts are retained and made available in accordance with City records retention schedules and the Texas Public Information Act.

*Bastrop Public Library reserves the right to reproduce comments and posts tagging the library in other public venues* (SMP2018, page 3, notes 10-11). *Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained* (SMP2018, page 3, notes 10-11). By posting on the library's digital content sites, users give the library permission to use their name, profile picture, and the content of any posting without compensation to the user or liability on the part of the library.

## **Exceptions and Accommodations**

Exceptions/Accommodations to the Public Information Policy will be at the discretion of the library director or a library supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience.

## **Reevaluation of Public Information Policy**

The Bastrop Public Library Public Information Policy is reviewed every three years so that it adequately reflects changes in the library's goals and the community's needs. Notwithstanding the foregoing, the City of Bastrop may amend the policy at any time as appropriate. The staff may bring forward issues and recommendations for the director's consideration as part of the amendment process for the policy.

## **Appendix**

- Public Viewing Document form

Legal Review:

Library Board Approval:

City Council Approval:



# Public Viewing Document

Title: \_\_\_\_\_ Permit Number: \_\_\_\_\_

## Contact Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company: \_\_\_\_\_

## Retention Information:

Public Viewing Period: \_\_\_\_\_ Removal Date: \_\_\_\_\_

### Removal Method:

Shred

Pick-up

Other

### Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note: Documents will be removed after the public viewing period has passed if no update to the public viewing period is provided to the library before this time. Documents failed to be picked up within one month after the public viewing period has ended will be removed.*

### *For Staff Use Only*

Received Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Posted Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Removal Date: \_\_\_\_\_ Initials: \_\_\_\_\_