

Policy: 436
Subject: Distribution of Free Material and Public Posting Policy
Reviewed:
Approved:
Revised: 03/22/2016

- 1) The Library, at its discretion, acts as a distribution point for handout materials and public postings of an educational, cultural, civic or recreational nature, rather than for commercial, specific denominational religious, or partisan political purposes.
- 2) Items must be submitted by a non-profit organization; no individual literature may be displayed, including but not limited to baby-sitting, daycare, or tutoring services, job offers or requests, items for sale, or personal services.
- 3) Distribution or posting of such materials by the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.
- 4) Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited. The Library reserves the right to remove inappropriate items from distribution and/or the bulletin board.
- 5) Public postings for the bulletin board will be displayed as space permits on a first-come, first-served basis. Items may be rejected for lack of space.
- 6) Free materials and public postings will be removed at the discretion of the Library for reasons including, but not limited to timeliness, appropriateness, and space limitations.
- 7) Final authority for all handouts and bulletin board announcements rests with the Library Director or an appointed designee(s).
- 8) Library staff is responsible for placement of free materials and bulletin board postings. Materials posted or left for free distribution without approval from the Library will be discarded.
- 9) The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.