

### **Distribution of Free Materials Policy**

Items that publicize community organizations and local events, further the role of the Library as the central source for civic, cultural, educational and recreational information.

Display space is available for community organizations to disseminate information. Posters and flyers displayed on the bulletin board should ideally be no larger than 8 ½ x 14 inches. Bulletin boards may not be used for personal or commercial advertisements. Items may be displayed for a maximum of one month. Library staff will remove items that have expired or that have been posted for one month. Items removed will be discarded. Library staff cannot return posters and flyers that have been displayed.

Items that may be distributed include flyers, brochures, leaflets, newspapers and pamphlets that provide information about non-profit civic, educational, cultural or recreational organizations and events. Materials that promote programs or projects of a personal or commercial nature may not be distributed in the library. Items may be distributed for as long as they are valid. If space becomes limited, preference will be given to local items of a timely nature.

All items for posting or distribution must be presented to the library director for approval. Library staff will date and place items on the bulletin board or in the information rack. Distribution or posting of items by the library does not indicate endorsement of the issues, events or services promoted by those materials. Items left or posted without approval will be removed and discarded.

The distribution of petitions, solicitation of signatures, canvassing or surveying of patrons will not be permitted. Only petitions approved by the Board of Managers and dealing with the library will be permitted.