

## **Display and Distribution of Free Materials**

The Library will allow the display and distribution of items that publicize community organizations and local events.

Posters and flyers displayed on the bulletin board may be no larger than 8 1/2 inches by 14 inches. Library bulletin boards may not be used for personal or commercial advertisements. Items may be displayed for a maximum of one month, after which they will be removed by Library staff. Library staff can not 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 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 items of a timely nature and to organizations or groups that have not recently distributed items. Literature related to political campaigns is not permitted 30 days before an election.

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.

Adopted: June 18, 2001

Amended: November 27, 2020