

PUBLIC POSTING OF MATERIALS

Revised: July 2025

Last Reviewed: July 2025

Guidelines are established to display and distribute informational materials within the library, ensuring equitable access to community resources while maintaining a professional and orderly environment.

Eligibility To Post Materials

- Only nonprofit organizations, government agencies, educational institutions, and community groups may post materials.
- For-profit entities may request permission to post event-related flyers that have broad community relevance, subject to approval.
- All items must be approved by library administration prior to posting.

Materials That May Be Accepted

- Flyers, brochures, and pamphlets promoting community services, events, or resources.
- Public information from local government agencies or schools.
- Library-related announcements and collaborative initiatives.

Materials That May Be Denied

- Partisan political material
- Commercial advertisements for products or services not affiliated with a library program
- Content that is discriminatory, obscene, or violates laws or library values

Display Guidelines

- Materials must be dated and include the sponsoring organization's name.
- Items will be displayed in designated areas only and removed by staff when expired or at their discretion.
- Space is limited; priority is given to items with broad community interest and time sensitivity.
- Flyers may be displayed for a maximum of 30 days unless otherwise approved.
- Library staff will manage all placement and timely removal of materials.

Materials For Library Counters

- Limited space is available for brochures and pamphlets meeting the above criteria.
- Staff will not distribute handouts directly to patrons unless the material is library-produced.

Liability

The library assumes no responsibility for preservation, protection, or return of any posted or displayed materials. Materials left past their expiration or event date may be discarded unless a prior retrieval arrangement has been made.

/jlo rev 08/18/25