

APPENDIX F GARDEN CITY LIBRARY POSTING AND DISTRIBUTION OF FREE NON-LIBRARY MATERIAL POLICY

POLICY STATEMENT

It is the policy of Garden City Public Library, as a part of its mission and as a public service, to provide access to community information by providing spaces for the free distribution of handouts and the public posting of flyers, notices and posters.

Content

Acceptable non-library materials produced by individuals or organizations are limited to those who are engaged in cultural, educational, intellectual, or charitable activities or other activities approved by the Library Director or his or her designee.

Placement, Quantity and Size

The Library Director will designate which spaces such as bulletin boards, literature racks, counter tops, desktops, or shelves are available for free distribution or posting of non-library materials within the Library or on library grounds.

The Library will give preference to materials that:

- are of general community interest
- are from organizations located in Garden City
- announce events, activities, and services in a timely fashion
- are of a suitable size and, in the case of handouts, of suitable quantity

Distribution or posting of materials at the Library does not indicate a Library endorsement of the ideas, issues, or events promoted by those materials.

Duration and Responsibility

- The Library Director or his or her designated staff member(s) must approve each item for posting or free distribution.
- Materials will be posted or placed for free distribution for 30 days, or until the last day of the event, after which the materials will be discarded.
- The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.
- Materials posted or left for free distribution without approval from the Library Director will be discarded.
- Materials known to be illegal will not be posted or placed for distribution.

(Adopted 7-11-07, reviewed 8-5-09 Garden City Library Board of Trustees)