

<b>POL-LIB-2016-10</b>	<b>Issue No: 1.0</b>	<b>Date: April 28, 2016</b>
Prepared By: <b>Catherine Christmann</b>	Page 1 of 2	Approved By: <b>Renee Frankel</b> <i>Renee Frankel</i>
<b>Posting and Distribution of Non-Library Materials Policy</b>		

**PURPOSE**

The mission of Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Library provides access to community information by providing spaces for the free distribution of handouts and the public posting of flyers, notices and posters not prohibited by law.

**POLICY**

A limited number of bulletin boards and distribution areas are available within the library for the posting and passive distribution of materials from other organizations. A manager or librarian must authorize all posting and distribution before it occurs. Authorization will be based on the provisions of this policy and will not be based upon the viewpoint, or beliefs expressed in the materials. Posting or distribution of any materials in the library does not indicate library endorsement of the ideas, issues, or events promoted by those materials.

**PROCEDURE**

The following items may **not** be posted on bulletin boards or left in material distribution areas:

1. Materials that support or oppose any political candidate or ballot measure. However, election information, such as that provided by the Secretary of State or the League of Women Voters will be made available
2. Materials that support or oppose a specific religious conviction.
3. Because it is not consistent with passive distribution, materials asking library visitors to sign a petition or letter are not permitted.
4. Advertising by private commercial enterprises or commercial notices will not be accepted.
5. Posters or notices from non-profit organizations, with price charges for lectures, concerts, or other cultural or educational events, may be accepted at the Library's discretion.
6. Lost and found ads, want ads, and other notices of a "classified" nature will not be accepted.

Since the amount of bulletin board and distribution area space is limited, the following rules apply:

1. Bulletin Boards – Event announcements may be posted for dated events whose principal sponsors are non-profit organizations.
2. Distribution Areas – Non-profit organizations may provide dated materials related to their agency for passive distribution in areas designated for that purpose. Free newspapers of local interest will also be distributed.
3. The only postings permitted on the entrance doors are those that provide information about the library.

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4. Notices of open events hosted at congregations and churches may be accepted. Notices of regular worship or religious activities will not be accepted.
5. Materials larger than 8 1/2 x 11" will be posted only if space is available, and may be removed early if space is needed.
6. Materials left for posting or distribution without authorization from the library will be discarded.
7. Materials will be posted or placed for free distribution for 30 days, or until the last day of the event. After 30 days, materials will be discarded.
8. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.
9. A manager or librarian needs to sign and date the back of notices before being displayed.

<b>UPDATES</b>		
<b>ISSUE</b>	<b>PAGE</b>	<b>DETAILS</b>
<b>1.0</b>		<b>Policy Creation</b>

<b>PEER REVIEW</b>	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Acting Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Member Sharon Shoemaker
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Sue Patterson	Title: Library Advisory Board, Member Jose Aranda