



## **DISTRIBUTION OF MATERIALS AND THE POSTING OF ANNOUNCEMENTS**

1. Announcements of library-related programs and conferences, along with announcements and flyers advertising the services of other governmental agencies, will have priority for space on bulletin boards and display surfaces in all library branches.
2. Local cultural activities, festivals, and programs sponsored by local civic organizations will be considered if space is available after the display of library related announcements. The space is available, at the discretion of the library director, to nonprofit organizations engaged in intellectual, charitable, civic, cultural, educational, and/or recreation activities. The primary purpose of the display must be to inform the public of the organization's programs, services, and events that are for non-profit.
3. No political or religious events or viewpoints will be advertised or distributed in the Library or on library grounds.
4. Library will not display any material advertising a commercial activity or for any organization that puts a fee on the services they provide.
5. No item may be displayed without prior approval from the Supervisor. Any material placed in the Library without approval will be removed and discarded.
6. Material that is displayed will be dated on the first day of display and will be removed after one month or the day after the date of the event advertised.
7. Display space may not be used by individuals seeking political office, or for-profit groups, companies, organizations or individuals. Commercial advertising, solicitations, and business cards may not be posted.