



STANDARD OPERATING PROCEDURES

DATE: December 1, 2015
LEAD DEPARTMENT: Library
PAGES: 1

Posting and Distribution of Items of Community Interest

PURPOSE:

There is no public posting board, and counter space and shelving is limited, the Library needs to set limits on use.

SCOPE

This policy applies to all materials displayed in the Library.

POLICY

The Library will accept a single flyer for posting for appropriate events on a space available basis with priority going to local non-profit and community-based organizations. There is no posting of a commercial nature.

PROCEDURES

Posting

1. The Library will accept a single flyer for posting for appropriate events on a space available basis with priority going to local non-profit and community-based organizations.
2. Any items that are not approved by staff and are found posted will be removed and recycled.

Countertop Display and Shelving

1. The Library accepts for distribution items of interest from community-based organizations, local free newspapers, community classes, and flyers and brochures of local cultural interest on a space available basis.
2. The Library does not allow newspaper racks for distribution of such items.
3. Any items found on the countertop or shelves that are not approved by staff or that are out-dated will be removed and recycled.