



Library Standard Operating Procedures

Approved by the Library Board: November 13, 2024

Posting and Distributing Flyers, Pamphlets, and Other Items of Community Interest

PURPOSE

This policy addresses posting and distribution of flyers, pamphlets, and other items of community interest within the limited space available inside the Library.

SCOPE

This policy applies to all materials distributed or displayed in the Library.

POLICY

- Due to limited space, the Library only posts flyers and information for official Town of Los Gatos communications, Library programs and services, and official public notices from local school districts, the County of Santa Clara, or State or Federal agencies as appropriate.
- Community groups and the general public are requested to use the public community posting board located outside the Library at the corner of Main St. and Villa Ave. The Library does not monitor items posted at this location.
- Distribution of items of public interest, such as pamphlets or local newspapers, must be approved by Library staff and will be distributed only if the following conditions are met:
 - Produced by a community-based non-profit organization
 - Sufficient space is available to distribute the items
 - The items are of specific interest to the Los Gatos community
 - The services or events being promoted are free of charge
- Any items found that are not approved by staff will be removed and recycled.