



ADMINISTRATIVE POLICY MANUAL

Document Number: 10-009-00

Section: Administration

Subject: Free Brochures and Newsletters Display

Effective Date: October 25, 1994 (Rev October 17, 2001) (Rev. 4/20/05)

Summary: This document describes the library's policy for placing brochures and newsletters in library lobbies for free distribution.

Policy:

1. The library provides an area at the entrance to library facilities where community brochures/newsletters of general interest may be distributed without fee.
2. Brochures/newsletters may only be displayed in library furnishings. No individual stands will be accepted.
3. Brochures/newsletters of for profit groups, companies or organizations and handouts of an individual are not accepted. Exception: Community brochures/newsletters produced by for-profit organizations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the local community.
4. Publications whose orientation is determined to be political or religious are not permitted.
5. Any publication may be refused by library administration if it is determined the library no longer has space for additional titles.
6. Any group wishing to have brochures/newsletters displayed must receive approval from library administration.