SUBJECT: **BULLETIN BOARDS/DISTRIBUTION OF FREE MATERIALS**

One of the important roles of the public library is to serve as a source of information for community programs, events and services. Given that there is a limited amount of space available, the following guidelines will assure that announcements or materials submitted for display will be given fair consideration and ample time. Bulletin board and distribution areas will be kept current and attractive.

Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

Priority is given to Library information and to the City of Baldwin City information. Additional items are accepted as space permits. Informational materials will be limited to those of a civic, cultural, recreational or educational nature. Material will be displayed for a limited time. Display items must be of a reasonable size. The appearance and content of the material must be suitable for posting in the Library public service area. All items must be approved by the Director before posting.

1. **BULLETIN BOARDS**
   1. Commercial advertisements, events or materials for businesses of for-profit corporations will not be permitted. This would mean that ads soliciting babysitting jobs, for example, would not be permitted.
   2. Items will be removed from the bulletin boards after three weeks or until the last date in a series of programs or where the material is of a continuing nature.
   3. All materials must be posted by Library staff only. All materials will be dated with the original posting date. Materials that have not been posted by Library staff will be promptly removed.
   4. The Library assumes no responsibility for the preservation, protection, possible damage, theft, or return of any item displayed on the bulletin board.
   5. Materials left for posting without authorization from the Library will be discarded.

**MNG – 17**

Baldwin City Library Date: 12/27/2011

Baldwin City, KS

1. **DISTRIBUTION OF FREE MATERIALS**
   1. Non-profit organizations may provide dated materials related to their not-for profit purpose for passive distribution only. Passive distribution means leaving the materials with Library staff for Library visitors, if the visitors so choose to take them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.
   2. All posting and placement of materials in distribution areas shall be done by personnel from the Library. Individuals requesting distribution shall not themselves leave material in distribution areas.
   3. The Library reserves the right to limit multiple copies of publications intended for free public distribution.
   4. Materials left for distribution without authorization from the Library will be discarded.
2. **GENERAL PROHIBITIONS**
   1. Materials, flyers or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise, will **NOT** be posted.
   2. Because it is not consistent with passive distribution, materials asking Library visitors to sign a petition or letter are **NOT** permitted.