

## **Grafton Public Library**

### **INFORMATION DISPLAY AND DISTRIBUTION POLICY**

#### **Rationale**

A goal of the Grafton Public Library is to provide timely information about educational, cultural, social, and recreational concerns of the community. Posting information of community interest on library bulletin boards and/or making it available for distribution at suitable locations in the library help achieve this goal.

#### **Policies:**

Material to be posted or distributed must be approved by the library director or his/her designee.

Material will be selected for its information value to the community at the discretion of the library director or his/her designee.

Material will be posted and/or distributed on a space available basis with priority given, in priority order, to:

- Official notices of The Town of Grafton
- Grafton Public Library information, events, and activities
- Grafton events and activities
- Regional events and activities

Items may be posted up to one month prior to an event, as space permits.

Posted/ distributed items may be removed to make space for higher priority items

Material for commercial purposes may not be displayed or distributed in the Library.

Grafton Public Library does not sell material or collect money on behalf of any other agency or organization, with the exception of the DownUnder book store operated by the Friends of Grafton Public Libraries.

Grafton Public Library does not endorse any material approved to be displayed and/or distributed or the organizations or individuals providing it.

Undated materials such as hotline posters and social service announcements will be displayed as space permits.

Items to be posted must be neat, clearly readable and not exceed 11"x17". Items 8 ½" x 11" will receive priority.

Adopted: 2/4/2010

Reviewed:

## PROCEDURES

1. All materials for posting or distribution are to be presented at the Reference Desk.
2. Each item to be posted will be stamped with the date of submission.
3. Expired or superseded material will be removed and disposed of unless collected by the donating organization or individual upon expiration.