

## **POSTING MATERIALS**

### **DISTRIBUTION OF FREE PUBLIC SERVICE MATERIALS**

#### **Lockport Public Library**

**The Board of Trustees recognizes that the public library has a role in the community to disseminate information that is community oriented and residents of Lockport and/or library users will find useful. The Board recognizes that many civic, social, cultural, recreational, educational, and health-related agencies and organizations view the library as a place for publicizing activities and concerns.**

In line with constitutional rights and privileges and the Library Bill of Rights, the Board does not discriminate toward any group or individual or purpose they represent.

Space is provided in the library for free distribution of brochures and flyers provided by agencies and organizations that provide information of interest and/or use to the community and to library users.

Materials that are to be freely distributed must meet the following criteria.

1. Materials must be confined to information racks or other designated display areas.
2. Library employees only can post and organize materials for display. Patrons should bring any potential display materials to the circulation desk for consideration. Materials will be posted or displayed at the discretion of the library director or library employees.
3. The library director may decide on the quantity of materials to be left for free distribution.
4. Material of a commercial nature will not be accepted.
5. Petitions will not be accepted because library employees can't assume responsibility for verification of eligibility.
6. Library employees will not be responsible for contacting agencies, organizations, or individuals with regard to the disposal or replacement of materials left in the library for distribution.
7. All materials must indicate on each copy the name of the agency or organization responsible for the flyer or brochure.
8. Materials should in no way imply connection to the Lockport Public Library, unless an official connection does exist.
9. All material is left with the understanding that library staff may discard the materials based on space considerations, current nature of the material, and apparent lack of interest in the material.

Policy Adopted: August 23, 2006

Board of Trustees  
Lockport Public Library