

## **Display and Distribution of Community Materials Policy**

### **Casselton Public Library**

Approved by the Library Board on: April 16, 2013

Approved by the Library Board on: April 16, 2019

Approved by the Library Board of Directors on: December 10, 2024

Items that publicize community organizations and local events further the role of the library as the central source for civic, cultural, education, and recreational information. The library welcomes and encourages the display of such information on its bulletin boards and brochure racks.

Bulletin board display space is available for community organizations to distribute and announce information. Posters and flyers displayed on the bulletin board may be no larger than 8 ½ x 14 inches. Only one copy of a notice is permitted. Bulletin boards may not be used for personal or commercial advertisements. Items may be displayed for a maximum of one month. Library staff will remove items that have expired or that have been posted for one month. Items removed will be discarded; flyers and posters that have been displayed cannot be returned.

Brochure racks may be utilized to distribute flyers, brochures, leaflets, newspapers, and pamphlets that provided information about non-profit, civic, educational, cultural, or recreational organizations and events. Materials that promote programs or projects of a personal or commercial nature may not be distributed in the library. Items may be distributed for as long as they are valid. If space becomes limited, preference will be given to items of a timely nature and to organizations or groups that have not recently distributed items. Literature related to political campaigns will be distributed for thirty days preceding an election.

All items for posting or distribution must be presented to the library director for approval; library staff will date and place items on the bulletin board or in the brochure rack. Distribution and posting of items by the library does not indicate endorsement of the issues, events, or services promoted by those materials. The library reserves the right to remove all posted items. Items left or posted without approval will be removed and discarded.