



## **Placement and Distribution of Physical Materials at the Library**

Approved by the Library Board of Trustees 9/17/2025

### **Overview**

Physical materials, writing, notices, or other tangible means of expression to include flyers, posters or similar items (“physical materials”) shall not be attached or affixed to, or otherwise distributed on, Library property unless authorized by this policy in the manners and locations specified. Library property is defined as the interior or exterior of real and personal property owned or leased by the Library. This prohibition includes placement of printed materials defined in this policy on privately owned vehicles located on Library property. Determination of whether an item is considered physical materials or whether property is subject to this policy shall be made exclusively by the Library.

Physical materials placed on Library property consistent with this policy shall prominently display the responsible party’s name. The Library shall reject or remove any physical material placed on Library property which:

- Includes commercial or business content or content regarding the sales of services, goods, or merchandise;
- Violates Library policy, procedure, or administrative directive;
- Contains obscene, vulgar, or indecent content; or
- Promotes violence or discriminatory conduct targeted to individuals.

The public is not authorized to place or otherwise distribute physical materials on any other Library property unless specified in this policy. Members of the public placing or distributing physical materials in a manner or location inconsistent with this policy shall be excused from Library property and the physical materials shall be removed and discarded.

This policy does not restrict periodicals subscribed to, or welcome by the library.

### **Public Use of Library Property for Placing or Distributing Physical Materials**

#### Bulletin Board

Non-Library-related organizations or individuals (“the public”) may request physical materials be placed on public bulletin boards as specified in this policy. Public bulletin boards include: (1) one board located near the front entrance. All posting and placement of materials in distribution areas shall be done by Library staff. Individuals requesting posting or distribution shall not themselves post or leave materials in distribution areas.

The public bulletin board is clearly labeled as a public bulletin board which includes content not endorsed or supported by the Library. Library staff members will initial and date all postings. At least once a month, library staff will remove all outdated or unauthorized postings. The Library is not responsible for items damaged or removed after being placed on Library property in accordance with this policy.

Due to space limitations flyers larger than 18”x 12” cannot be accommodated on the public bulletin board. The Library prefers items 8.5” x11”. If there is no more space, items may be removed before the event to make room for other physical materials, if the date indicates it has been posted the longest.

#### Literature Rack

The Library provides and curates the literature rack. Items found in the literature rack include library produced resources, government-supported and community-based information on social services, and other reference material on community resources as determined by the Library staff.

#### **Implementation**

The Director or their designees are authorized to enforce this policy through adoption of procedures, directives, and decisions consistent with job descriptions and authority.