

DEPARTMENTAL POLICY

To: ALL LIBRARY STAFF

From: JENNIFER SALAS
LIBRARY DIRECTOR

Subject: DISTRIBUTION OF FREE PUBLICATIONS

Effective Date: 4/19/2023

Prepared by: RICHARD REILLY

PURPOSE

The purpose of this policy is to establish guidelines for the distribution of free publications such as brochures, flyers, and other materials from the library.

POLICY

As part of our mission to connect with people to create learning experiences that improve individuals and communities, the Library provides free distribution and display space to community organizations, agencies, and citizens. Free community publications, such as brochures, flyers, and newsletters may be distributed and displayed as space permits on Library bulletin boards, literature racks, and other display spaces.

The Library Director has the authority and responsibility to interpret the policy and assign library staff to place and remove materials appearing in Martin County Library System locations. The branch supervisor at each location will determine which spaces are available for the display and distribution of materials. The branch supervisor will review each item and has the authority to determine its appropriateness for display. Library-created materials and displays will have priority placement in the Library.

Materials of public interest are posted on an equitable basis regardless of the beliefs or affiliations of the sponsoring organizations or individuals. These displays will be reviewed several times per week to remove prohibited materials.

- Advertisements, commercial, or fee-based announcements are prohibited.
- Materials must be legibly printed and not exceed 8 ½" x 11" in size.
- Materials will be posted for up to one month.

The opinions expressed in the free publications are those of the provider and do not reflect that of the Library or County. Materials are placed in the library or on library grounds at the risk of the supplier.

PROCEDURE

An organization or individual wishing to display items or disseminate large quantities of materials from a library must have advance permission from the branch supervisor.

APPROVED BY: _____
Jennifer Salas, Library Director

DATE: _____

APPROVED BY: _____
Library Board of Trustees

DATE: _____

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Suppression History:

12/16/1999

09/15/2005

08/17/2011