

Approved 10/8/15

## Distribution of Free Materials/Community Information Policy Emporia Public Library

It is the policy of the Emporia Public Library, as part of its information mission, to provide access to free materials/community information through the distribution of free handouts or the public posting of flyers, notices, and posters. Such materials are limited to those of a civic, cultural, educational, and/or recreational nature. Materials from for-profit groups and/or individuals may not be accepted. Distribution or posting of materials by the library does not necessarily indicate the library's endorsement of the issues or events promoted by those materials. Any questions regarding this policy should be referred to the support services coordinator. Final authority rests with the director.

### Handouts and Public Forum Bulletin Boards

- 1) Posters and flyers displayed on the bulletin board may be no larger than 16" x 20".
- 2) Items may be displayed for a maximum of one month or at the discretion of the library staff
- 3) 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.
- 4) Only one item will be posted per event or function.
- 5) Library staff will remove items that have expired or that have been posted for one month. Items removed will be discarded; library staff cannot return posters and flyers that have been displayed.

### Petitioning or Distribution of Literature

In the Emporia Public Library: It is the policy of the Emporia Public Library that petitioning, solicitation, and/or distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public, whether political, religious or business, is not allowed in the library. Exceptions may be made for specific projects with the expressed approval of the Director.

On library grounds: Groups or individuals who wish to petition, solicit, canvas or distribute literature to the public in the library courtyard, sidewalks or other grounds surrounding the library building may do so if they do not impede access by the public to the building or interfere with use of the building, such as through excessive noise.