

# Display and Distribution Policy

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Space permitting, the library will post announcements of cultural activities in the community and public announcements of general interest to the community inside the library.

The following guidelines apply:

- Posters, notices, and material for distribution should be submitted to library staff. Nothing may be posted or removed from the bulletin board except by staff members.
- Approved items will remain posted at the discretion of the library director or designated staff and are subject to limits of space. If space allows items will be removed after the event date or 1 month after the posted date unless the director has designated special permission.
- Non-profit organizations will be given preference over for-profit entities.
- Announcements of courses given by educational institutions or sponsored by recognized community groups may be accepted, but announcements publicizing instruction or courses by individual teachers or private firms may not be accepted.
- Announcements concerning group religious activities may be accepted if open to the public and sponsored by more than one religious organization or church.
- Persons are strictly prohibited from distributing or posting advertising literature, petitions, or materials that solicit funds for any purpose.
- The library will not act as a distribution center for free materials which deal with controversial issues written from only one point of view.
- The library will only act as an agent to sell discarded library materials and items that directly benefit the Friends of the Charles City Public Library or the Charles City Library Foundation.
- Posting notices and distribution of material does not imply endorsement by the library.
- In all instances, the library reserves the right to refuse any announcements it considers too commercial, in bad taste, or of doubtful value.
- The library will not display any recruitment posters or information for any of the branches of the Armed Forces.

**Approved 12/9/2021, revised 2/8/2024**