

POSTING OR DISTRIBUTION OF MATERIALS

Adopted by the Library Board of Control, April, 25, 2022

PURPOSE

The West Feliciana Parish Library maintains spaces for the distribution of informational materials of community interest. These spaces are intended to further the Library's Mission: Connecting our community to lifelong learning, resources, and each other.

Community interest is understood to include civic, cultural, educational, and local government agency information. Providing space for the posting or distribution of materials does not imply Library endorsement of the events or information provided.

I. Consideration and Placement

All materials for posting or distribution must be submitted to a library staff member and must meet the guidelines established in this policy. No other materials may be posted or distributed inside or outside on library buildings, fixtures, or grounds. Any items posted or left at a library without approval will be removed and discarded. Space is made available at the sole discretion of Library Administration.

- Materials must be placed or posted by library staff.
- Some examples of items that may **not** be posted include campaign material, business, or profit-making items, rent solicitations, and coupon circulars.
- Approved items will be distributed and/or posted for limited periods of time as space allows.
- The Library assumes no responsibility for materials posted or placed for free distribution.

II. Roles and Responsibilities

When reviewing items submitted for distribution and posting, staff will:

- Use their professional judgment to evaluate the appropriateness of items submitted for posting and/or distribution.
- Be mindful of the Library's mission, vision, and services; and weigh onsite conditions (e.g. available space) when considering items for posting and/or in the distribution of free publications.