

West Hartford Public Library

POLICY MANUAL

Procedure for Display and Information Distribution Guidelines

Revised October 25, 2010

Purpose: To describe types of materials that can be displayed or distributed in the library.

The West Hartford Public Library recognizes its role as a resource for community information. Space limitations require setting priorities for the display and distribution of printed materials (flyers, posters, brochures, etc.) within library facilities.

Priority placement will be given to notices of library-sponsored activities and events, as well as to notices pertaining to West Hartford government and schools. Secondly, the library may also accept notices from non-profit town organizations; other libraries; state and federal government sources; cultural, literary, or consumer organizations.

The Library cannot accept, for display or distribution, information which is personal, commercial, or political except as delineated in the Library Political Campaign Materials Policy.

All materials for display must be approved, stamped, and dated by a library staff member before being posted or distributed. Notices to be posted must be left at library Circulation desks for approval. Posting will not be immediate, but will be at the library's convenience.

Only one copy of each announcement may be posted in any building. No assurances can be made that notices will remain posted for specified periods. Any material left in the library becomes library property and cannot be held or returned.

No posters larger than 11" x 17" will be accepted. Notices 8-1/2" x 11" or smaller are encouraged and will be given precedence over larger posters.

Pamphlets or booklets are sometimes accepted for display in the library's display racks. Personal, commercial, or political material will not be accepted.

The library reserves the right to fully control materials to be displayed and distributed in its buildings.