

## **BASTROP PUBLIC LIBRARY DISPLAY AND FLYER POLICY**

Allowing the distribution of flyers and providing a bulletin board to exhibit items of information highlights the library's commitment to community service. By allowing these actions the library provides a forum to publicize local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofit organizations, educational opportunities, and other events or services that are available to the public. The term "display" is used collectively to include handouts, flyers, and Bulletin board exhibit items.

*The library's displays are designed and intended to directly aid and supplement the primary activities of the library and the City of Bastrop (Note 1). All library and/or City activities will take precedence over non-library activities, publications or displays (Note 2).*

The Library will display information received from federal, state, county and city governments.

*The date items are received will be date stamped (by the Reference Librarian) and the items will be removed after two weeks, when they are no longer timely or when space is required for more current items (Note 3). All displayed items are discarded after removal.*

Members of the public are not permitted to display material. Only authorized library personnel may display items. Any display to be considered for posting or distributing must be submitted to Library Management for approval.

*Displays posted without authorization will be removed and discarded (Note 4).*

Displays in the library are seen by anyone who walks into the building—both children and adults who may have various degrees of sophistication. Displays must therefore meet what is generally known as "a standard acceptable to the community."

*The library does not necessarily advocate or endorse the viewpoints of organizations permitted to display notices, nor is it responsible for the reliability of information or services displayed (Note 5). The Library accepts no responsibility for loss or damage to any item accepted for display (Note 6).*

Items displayed must not be in violation of any federal, state or local laws.

Failure to comply with these rules may result in denial of future displaying privileges.

Materials submitted must fall within these guidelines:

***Material Acceptable for Display (but not limited to)*** (Note 7)

- *Educational courses and programs (for nonprofit and/or for-profit)*
- *Information for cultural events such as concerts, theater, art gallery shows, etc.*
- *Free community information (health, civic, social)*
- *Programs and meetings sponsored by local nonprofit/community organizations and clubs*
- *Notices of fundraising events for nonprofit organizations and other community groups*

***Material Not Acceptable for Display (but not limited to)*** (Note 8)

- *Lost pet notices*
- *Notices from commercial enterprises*
- *Personal ads, campaign literature, baby-sitting, or garage sales*
- *Commercial advertising*
- *Political campaign flyers/posters*
- *Active distribution, in which a person on library property hands out materials, solicits, or petitions patrons is not allowed (unless library related)*
- *Physical dimensions can be restricted if deemed necessary to maximize available space*
- *Items may be rejected for lack of space*

Revised: 12/20/16

Library Board Approval:

Bastrop City Council Approval: