

DISTRIBUTION OF BROCHURES, FREE NEWSPAPERS, NEWSLETTERS AND OTHER HANDOUTS

PURPOSE: In order to provide the public with handouts to enhance community understanding and awareness, the Library may display and distribute free publications about Library services and programs and those from other government entities such as the City of Columbia Heights, Anoka County, and state and federal governments.

GUIDELINES: The Columbia Heights Public Library seeks to make information available on a variety of issues and topics. The library has limited space available for materials that are not part of the organized collection.

The Columbia Heights Public Library will not accept for distribution, nor provide the space for multiple copies of brochures, newspapers, newsletters, advertising supplements or similar publications intended for free distribution to the public. Decisions about handouts will be made by the Director. *Materials left for free distribution without approval from the Library will be discarded.*

A single copy of brochure/poster advertising an educational, cultural or civic event may be posted on the public bulletin board providing that it meets the library's established requirements for content.

If multiple copies of items are received by the Columbia Heights Public Library, extra copies will be recycled.

Revised: 1/9/1996; 9/7/1999; 6/3/2003; 5/21/2007; 8/8/2007; 10/07/2020

Eliminate this policy and include any relevant content here with the policy previously titled "Bulletin Board Usage" under a new heading: "Distribution of Free Publications and Community Postings."