

Procedures:

Placement of Community Information Materials

- A limited quantity can be accepted, and will only be made available for a period of one (1) month, due to limited space.
- Large posters and announcements are not accepted for display. No signs will be posted on the library entrance doors.
- Community information materials cannot be returned once given to the library for distribution.
- The Mahon Public Services Manager and/or Branch Managers will make the final determination as to whether materials comply with the guidelines for distribution.

Checks and Balances:

Library supervisory staff will provide training and oversight in the placement of community informational materials.

Forms and Required Documents:

None.