City of Lubbock, TX Library

Administrative Policies and Procedures

Subject:

Distribution of Free Materials

Effective Date:

03/01/05

Approved by:

ity Manager

Revised Date:

04/01/08

Assistant City Manager

Executive Director

Library Director

Applies to:

Library Patrons/Staff

Policy:

The library will provide, at its discretion, limited space for the distribution of community information materials, free handouts, posting of flyers, notices and posters, which present current and relevant news about nonprofit, educational, cultural, public interest and recreational services. Petitions, personal sales or advertisements, or job postings will not be accepted for distribution.

Distribution or posting of community information materials does not indicate the library's endorsement of the issues or events promoted by the materials.

Roles and

Responsibilities:

Library Director/Supervisory Staff

• Ensure that staff is aware of the distribution of free materials policy and enforces it. Staff should check regularly for publications that may appear without authorization and remove them.

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.