

Emporia Public Library

Distribution of Free Materials/Community Information Policy

Approved by the Library Board October 10, 2019

It is the policy of the Emporia Public Library, as part of its information mission, to provide information through the distribution of free handouts or the public posting of flyers, notices, and posters. Such materials are limited to those of a civic, cultural, educational, and/or recreational nature. Materials from for-profit groups and/or individuals may not be accepted. Distribution or posting of materials by the library does not necessarily indicate the library's endorsement of the issues or events promoted by those materials. The final decision on the acceptance of handouts, posters, flyers or notices rests with the Executive Director.

Handouts and Public Forum Bulletin Boards

- 1) Bulletin board posters and flyers may be no larger than 16" x 20".
- 2) Only one poster per event will be displayed.
- 3) Items will be displayed for up to one month or at the discretion of library staff, and will then be removed. It is not possible to return displayed materials.
- 4) If space becomes limited, preference will be given to items of a timely nature and/or to organizations or groups that have not recently displayed items.

Petitioning or Distribution of Literature

It is the policy of the Emporia Public Library that petitioning, solicitation, and/or distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public, whether political, religious, or business, is not allowed on the library premises, which includes inside the library building and outside on the library courtyard or other grounds surrounding the library building. Exceptions may be made for specific projects at the discretion of the Executive Director.