



## POSTING OF MATERIALS POLICY

### POLICY

- The Library provides bulletin boards and/or other space for posting and distribution of information of community interest. Community interest is understood to include civic, cultural, educational and local government agency information. Providing space for the posting or distribution of materials does not imply Library endorsement of the events or information provided.
- The Library is not intended to be a forum for the support or opposition of political candidates, ballot measures, or political and personal viewpoints. Materials of this nature may not be posted or distributed. Notices of items or services for sale or rent, help wanted ads, and personal communications are not permitted. The Library Director or designee may approve for distribution a publication that contains ads if the primary purpose of the publication is to present information of community interest and not to serve as a sales tool.
- Petitioning, soliciting or distributing literature or leaflets or other types of canvassing and appeals by members of the public are not allowed inside library facilities. Rare exceptions under unusual circumstances may only be made for specific Library projects with the express approval of the Library Director.
- All materials for posting or distribution must be submitted for approval to a designated Library staff member and must meet the guidelines established in this policy. No other materials may be posted or distributed inside or outside on library buildings, fixtures, or grounds. Any items posted or left at the library without approval will be removed and discarded. Space is made available at the sole discretion of the Library Director or designee.
- Priority for posting and distribution of materials is given to information, notices and publications of the Library, the City of Highwood, and co-sponsored library affiliate groups such as the Friends of the Highwood Public Library and other local nonprofits.

**Approved: March 28, 2022**