

# **Fort Dodge Public Library**

## **Bulletin Board, Pamphlet Rack and Free Materials Distribution Policies**

### **Purpose**

The purposes of this policy are:

- To provide a space for fliers, posters and information about library services, collections, activities and events, and the educational, recreational, civic, cultural, intellectual, or charitable activities of local agencies and organizations.
- To provide a space for official notices from local, county, and state government agencies.
- To dispense free information about local, county, and state activities and nonprofit/charitable organizations.

### **General Policies**

All items must be reviewed by library staff. Fort Dodge Public Library reserves the right to refuse items if the content is lacking in current interest or informative value, or otherwise fails to meet the guidelines in this policy.

All posting and placement of items will be done by Fort Dodge Public Library staff.

The library may accept material from any nonprofit organization, including churches, schools (preschools through university), and city, county, state and federal government agencies.

Content of items must be suitable for general public viewing by all age groups and meet existing laws regarding obscenity, libel, defamation of character, and invasion of privacy.

All materials must be identified with the name of the sponsoring person or organization and, if appropriate, the time, date, and location of the event.

The library will not accept the following types of items:

- Petitions
- Political campaign literature
- Notices for free or “for sale” items (animals, products, etc.)
- Advertisements for a professional or personal business or service
- Any type of personal advertising (garage sales, etc.)

Items will be added and withdrawn as space allows, with consideration given to the timing of the events and the length of time that items have been displayed. Because of space limitations, the library cannot guarantee that all eligible posters or materials will be displayed.

Posters/fliers will not be returned.

Materials/pamphlets for distribution must be free and focus on information about local organizations, events, performances, or cultural offerings; Fort Dodge and surrounding areas; tourism; public facilities; and current issues as well as frequently requested forms from local, state, or federal government agencies.

The library will distribute or display announcements of cultural, educational, or recreational commercial events or services where the commercial advertising content is incidental to the informational value of its publication.

An emphasis will be placed on materials from or about Fort Dodge and Webster County. The library reserves the right to select items to be distributed and may reject otherwise qualified items due to limitations of space and lack of general interest.

Materials may be stored and distributed at a later date if they are not time sensitive.

The library does not guarantee permanent space to any agency or publication.

The library cannot assure the continued supply of any free materials.

Posting or distribution of items does not imply library endorsement of content, nor will the library accept responsibility for the accuracy of statements made in such materials.

Adopted 12/26/2017