

PUBLIC POSTING AND DISTRIBUTION POLICY

1. TCFL provides limited, designated space for community flyers, notices, and posters. Posting of such materials by the library does not indicate Library endorsement of the ideas, issues, or events promoted by these materials.
2. All materials must be submitted to library staff at the Information Desk for posting. All materials will be tagged and dated (with date of receipt) by staff before posting. Materials that have not been submitted for approval will be promptly removed and discarded.
3. Space is provided on a first-come/first-served basis. Because display space is limited, items not related to a specific event or series of events will be removed to ensure that space is available to as many community organizations as possible. TCFL reserves the right to provide space on a long-term basis for announcements that give specific help to residents or visitors on a continuing basis.
4. Materials larger than 8 ½" x 11" will be posted only if space is available, and may be removed early if space is needed.
5. TCFL assumes no responsibility for the preservation, protection, or possible damage or theft of materials posted or submitted for posting. Items placed in the library are done so at the owner's risk. The library has the right to remove and discard any item.
6. Commercial advertisements/promotions, events, or materials for business or for-profit organizations will not be permitted except for an event that a business is sponsoring for a non-profit organization or is co-sponsoring with a non-profit organization.
7. Multiple copies of flyers or brochures that meet the above criteria may be left only as space allows.
8. The following items may not be posted or distributed in the library:
 - advertisements of personal services or products sold for commercial profit
 - religious tracts
 - petitions
 - rental announcements
 - campaign literature
 - boxes or receptacles that solicit monetary donations
 - material deemed inappropriate by the library staff
 - garage or other sale signs
 - signs soliciting donations
 - private instructional courses
 - personal notices, such as lost and found notices

Neighborhood specific materials should be taken to individual branch library locations for display consideration.

[Approved by the Board of Trustees, May 28, 2014.]