

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Distribution and Display of Free Materials Policy

Public Libraries are one of the best sources of centralized local information in the community. Many other organizations, groups, and businesses may want to use the library as a distribution point for their brochures, flyers, newspapers, notices, and posters. Items that publicize community organizations and local events further the role of the library as the central source for civic, cultural, educational, and recreational information. The Mount Olive Public Library encourages other organizations, groups, and businesses to display and distribute free materials related to community events, activities, and organizations according to the following policy standards:

Non-profit civic organizations, community groups, or local businesses may distribute information, excluding commercial items. Petitions, solicitations, canvassing, or surveying of patrons by any organization or individual not associated with the Library will not be permitted on Library property.

The Library's Bulletin Board and Information Racks are available for community organizations to disseminate information. Bulletin Boards and display areas may **not** be used for personal or commercial advertisements or solicitations. Posters and flyers displayed on the Bulletin Board may be no larger than 8.5 inches by 14 inches. Items may be displayed for a maximum of one month. Library staff will remove items that have expired or that have been posted for one month. Items removed will be discarded; Library staff **cannot** return posters and flyers that have been displayed.

The digital televisions are for library use only. Exceptions may be considered only at the discretion of the Library Director.

Presentation of flyers for posting is strictly at the discretion and approval of the Library Director.

There is a display case available for outside displays see the *Mount Olive Public Library's Exhibit Policy*.

Items that may be distributed or displayed include flyers, brochures, leaflets, newspapers, and pamphlets that provide information about non-profit civic, educational, cultural, or recreational organizations and events. Materials that promote programs or projects of a personal or commercial nature may not be distributed or displayed in the Library. Items may be distributed for as long as they are valid. If space becomes limited, preference will be given to items of a timely nature and to organizations or groups that have not recently distributed or displayed items.

All items for posting or distribution must be presented to the Library Director for approval; Library staff will date and place items on the Bulletin Board or in the Information Racks.

Distribution or posting of items by the Library does not indicate endorsement of the issues, events, or services promoted by those materials. Items left or posted without approval will be removed and discarded.