



Glenwood Public Library Policy  
Public Handouts and Posting Policy

2021.05.05

May 5, 2021

Approved By Glenwood Public Library Board of Trustees

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Library Director Signature

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Staff Signatures

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**PURPOSE:**

The purpose of Glenwood Public Library's public posting areas and information racks is to make information available regarding cultural, recreational, educational, and human services programs and events in the community, which are available/open to the public at-large. Distribution or posting information does not imply endorsement by the library of the ideas, issues, or events promoted by those materials.

**SCOPE:**

This policy applies to all materials that are posted in the library. No items may be posted in the library without the approval of the Library Director. The Library Director will consult with the Board of Trustees as needed regarding what is appropriate to post in the library.

**POLICY:**

1. Persons wanting to display signs or literature can drop items off at the Adult Services Desk for approval.
2. All approved items will be initialed and dated by the library director before hanging. Immediate posting is not always possible. Staff will be responsible for hanging and removing posting.
3. Requirements
  - a. Submitted postings will only be considered if they originate from a not-for-profit organization, local school, government, church, or any other community organization.
  - b. Material to be posted should not exceed 11" x 17" in size. When a posting area becomes crowded, preference will be given to items that do not exceed 8 ½" x 11".
  - c. No box or receptacle may be part of any posting.
  - d. The library accepts a maximum of 25 copies of informational items for distribution to the public in the literature display rack, with the maximum size being 8 ½" x 11".
  - e. Materials posted or left for free distribution without approval from library staff will be discarded.
  - f. The library assumes no responsibility for informing community groups when the supply of materials has been exhausted.
4. Items not permitted include, but are not limited to the following.
  - a. Campaign materials
  - b. Commercial materials
  - c. Materials resulting in personal gain
  - d. Personal notices, such as lost & found notices
  - e. Products sold for profit
  - f. Garage or other sale signs

- g. Services for which fees are charged, such as babysitting, lawn mowing and snow removal
- h. Signs soliciting donations
- i. Private instructional courses
- j. Anything that violates legal boundaries