

## **Wallingford Public Library**

### **Distribution, posting, and display of non-library materials policy**

The Wallingford Public Library maintains a community bulletin board, display cases, and distribution point for non-library materials.

#### **Bulletin Boards**

The Library's bulletin boards are intended to inform library users and residents about local programs and services, educational opportunities, cultural events, art exhibits, and support groups. The bulletin boards are limited to the advertisement of free events and programs, fundraising events, and limited-run cultural or arts events.

1. All items must be submitted to the Information Desk and will not be posted or placed on the bulletin board without the approval of a library staff member. Approved items will be initialed and dated by a staff member prior to posting. Materials posted without prior approval will be removed and destroyed.
2. Information pertaining to Wallingford will be given priority over regional events.
3. Announcements for events and services of public interest are posted on an equitable basis regardless of the beliefs or affiliations of sponsoring individuals or groups.
4. Campaign materials, commercial materials, materials resulting in personal gain, or in violation of library policy are not permitted.
5. Announcements must be legibly printed and include the name of the sponsoring organization and contact information for the individual or organization posting the item.
6. The preferred size for announcements is no larger than 8 ½" x 11", however larger items of reasonable size will be considered as space permits.
7. The Library makes no promise on the duration of the posting or distribution. Bulletin boards will be cleared regularly.
8. Posting or distribution of materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.
9. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Posted materials will not be returned.

#### **Display Cases**

The library's display cases are intended for the display of library materials and the promotion of library programs. When the cases are not scheduled to be used by the library, they may be available, subject to the approval of library administration and by advance booking, to Wallingford residents, organizations, or businesses for noncommercial informational, cultural, and educational displays.

The display cases outside of the Children's Room are intended primarily for display of the collections, crafts, and artwork of Wallingford children. The library may also display items or materials in the case.

**Distribution Points**

The library's distribution points are intended for free brochures, newsletters, and handouts. Items that fall into the following categories may be distributed as space is available: brochures and information about community programs and activities; brochures about not-for-profit college and educational programs; information about available local state and federal government services; free newsletters and newspapers.

*Approved by the Board of Managers September 19, 1983, revised May 21, 1990, November 19, 1990, June 15, 1992, November 22, 2021, December 19, 2022.*