

## **Display and Distribution of Public Materials Policy**

The Wead Library has limited space for displaying and distributing informational materials that are of interest to the community. Materials described here refer to posters, notices, flyers, brochures, and other informational items for display or distribution to the public. Priority is given to Library-sponsored materials. All materials must comply with Library policies.

The following materials may not be accepted:

- Materials inconsistent with library policies.
- Materials about political candidates, campaigns, or affiliations.

Process for requesting information display and distribution:

1. All materials should be submitted to a staff member at the circulation desk. Materials displayed and distributed without Library approval will be discarded.
2. The staff member will ask for the name and contact information of the person submitting the material(s).
3. All materials will be brought to the Director or designee for approval or denial.
4. If approved, a staff member will post the material(s). The submission, authorization, and posting process may take at least one week.
5. Staff has the authority to remove the material(s) after their expiration date or 14 days, whichever is first. The Library reserves the right to remove material(s) at any time. The Library may remove and discard materials as they deem fit.

If a person would like to issue a complaint about public materials for display and distribution, please refer to the Wead Library Patron Complaint Policy.