

MNG-11**DISTRIBUTION OF NON-LIBRARY INFORMATION****Policy Statement:**

In support of its role as a community information center, Manhattan Public Library maintains distribution space (a pamphlet rack, bulletin board, and shelf space) that may be used by non-profit, non-commercial organizations or groups, which share the library's goal of serving the educational, cultural, and civic needs of the community and surrounding area. (See Policy MNG-9 Displays)

Definitions:

Informational materials may include flyers, notices, pamphlets, posters, and newsletters.

Regulations:

1. Public Services is responsible for the appearance of the adult and teen public service areas, including displays, exhibits, and community information brochure racks and bulletin boards. The Public Services Manager has final approval of all non-library informational materials to be put out for the public.
2. Children's Services is responsible for the appearance of the Children's Room, including displays, exhibits, and community information brochure racks and bulletin boards. The Program and Children's Services Manager will approve all non-library informational materials to be put out for the public.
3. The library reserves the right to deny permission to distribute material that is in conflict with this policy.
4. The library reserves the right to determine where and how information will be displayed or distributed. Information is posted at the discretion of library staff and subject to limits of space and time. Information may not be distributed on library grounds, whether inside or outside the building.
5. The library is unable to accept responsibility for direct, regular distribution of informational materials.
6. The library is not liable for the preservation, protection, or possible damage or theft of any materials.
7. Posting of notices and distribution of material does not imply endorsement by the Manhattan Public Library.

8. No organization or individual will be permitted to circulate or post petitions, or to solicit funds or donations for any purpose.
9. The name and contact information of the sponsoring organization or agency should be clearly identified on the materials being distributed.
10. All publicity concerning meetings/events that will take place at the Library but are not organized by Library staff, must include the statement "not a program of Manhattan Public Library."
11. Informational materials to be posted and/or distributed should be of an educational, cultural, recreational, or philanthropic nature, or should supply non-partisan information about the city, county, government, or community.
12. Information about events, opportunities, and services that charge fees may be posted in the library for distribution if the organization or agency offering them is non-profit and non-commercial.
13. Materials that promote or advocate particular religious organizations or beliefs or specific political groups, issues, or candidates are not accepted.
14. Announcements of events and services offered by local religious organizations, school organizations, local non-profit organizations or agencies, or local governmental bodies may be accepted.
15. No informational material may be placed or removed on the display racks, display shelves, or bulletin board except by authorized library staff in accordance with this policy. Unauthorized non-library materials that are posted or placed in the library will be discarded. Unauthorized removal of items may result in the loss of library privileges.

Procedures:

1. Informational materials should be neat, presentable, and of a size appropriate to the space available.
2. Organizations and agencies that would like to place informational material in the library for distribution should bring materials to the Reference Desk or Children's Room and talk to the staff on duty there.
3. If an immediate determination can be made without doubt that the materials are suitable, desk staff may tell the patron that we will put the materials out for the public. That staff person will then give the materials to the staff member responsible for public information displays.

4. If there are questions about the suitability of the materials, patrons will be asked to wait while staff checks with the person responsible for the public information displays or with the Public Services Manager.
5. If it cannot be determined whether the materials are suitable while the patron waits, staff will take the person's name and phone number and call them when a determination is made.
6. All signs will be date stamped before being placed on the bulletin board.
7. Signs and brochures will remain on public display for up to three months (for information that is not date-sensitive), until the information is outdated, or when space is needed for other materials.
8. If materials do not fit the policy and are not placed on public display, the staff member responsible for public information will call the contact person and offer them the opportunity to pick up the materials within 30 days.
9. The staff member responsible for public information will check the brochure racks, bulletin board, and shelves daily or as often as possible to determine which information is outdated and whether to restock the brochure racks.
10. The library cannot return signs and brochures to agencies or organizations after they have been removed from public display. The library cannot save signs to give to other people who have expressed an interest in having them.

Guidelines:

1. Staff should take time periodically to familiarize themselves with the materials that are on display on the racks, bulletin board, or shelves.