

## **PUBLIC POSTING & DISTRIBUTION OF FREE MATERIALS POLICY**

The Berthoud Community Library District (BCLD) provides access to community information by providing space for the distribution of free material and the public posting of flyers, notices, and posters. Distribution or posting of such materials by the library does not indicate library endorsement of the ideas, issues, events, or organizations promoted by those materials.

### **Criteria for Display**

- BCLD gives priority to organizations engaged in civic, educational, cultural, or nonprofit activities.
- BCLD gives preference to Berthoud organizations and events.
- Material must announce events, activities, and services in a timely manner.
- Individuals or businesses engaged in selling products or services for profit are permitted to post or distribute material in designated areas only. This option is only available to BCLD residents and businesses located in the Library District.
- For information that is not time sensitive, new material must be submitted every 6 months to ensure that posted items are current.

The library asserts its right and responsibility to ensure that the bulletin board and handout spaces are available on an equitable basis to all groups that meet the above stated criteria. The library reserves the right to designate space for library use only.

The Library CEO must approve each item for posting or free distribution. The library will discard materials posted or left for free distribution without approval. The library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

Approved 4/26/07

Approved 11/4/2010, revision

5/5/11, revision

Revised 6/8/16