

Greece Public Library Flyer Posting and Literature Distribution Policy

The Greece Public Library provides public space for the dissemination of library, community and public service information. The library will consider materials for posting or distribution that are provided by non-profit organizations, community groups, educational institutions and government agencies. No for-profit, commercial, personal or employment notices are permitted for display or distribution.

The library maintains a “flip file” and a bulletin board for display of standard size paper flyers (8 ½” x 11”). Space for posters larger than 8 ½” x 11” is very limited. Priority is given to library and Town of Greece publications.

All notices, posters and literature must be approved by the Library Director or her designee before placement in the “flip file” or in display/distribution areas. Only library staff is authorized to post or distribute materials. The Library reserves the right to determine the size, number and location of materials as well as the duration of the posting or distribution. Materials approved for posting or distribution will not be returned; materials not approved for placement will be discarded. Materials left without library authorization will be discarded.

The library does not assume responsibility for the content of materials posted or displayed. In the event of damage, destruction or theft of any materials posted or displayed, the Library does not assume liability, nor does such posting or display of materials imply endorsement.

*Adopted by the Greece Public Library Board of Trustees 11-04-14
Policy review and reaffirmation: 06-09-22*

Flyer Posting and Literature Distribution Procedure

Materials for consideration may be dropped off at the library’s Information Desk or mailed to the library ATTN: Flyer Posting and Literature Distribution, Greece Public Library, 2 Vince Tofany Blvd., Rochester, NY 14612.

The Library Director’s designee will review materials submitted for consideration to ensure they meet with the requirements of the Flyer Posting and Literature Distribution Policy as adopted by the Greece Public Library Board of Trustees. Each flyer / poster to be displayed will be initialed and dated in the bottom right corner as an approved posting by the Library Director’s designee who will also be responsible for adding and removing materials from the bulletin board, “flip file” and distribution areas.

Procedure implementation date 06-28-22