

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

Main Branch Flyer Posting and Literature Distribution Procedure

Materials may be dropped off at the library’s Information Desk. They should be placed in the bin on the volunteer supervisor’s desk.

The volunteer supervisor will act as the Library Director’s designee. Each flyer / poster to be displayed will be initialed and dated in the bottom right corner as an approved posting by the volunteer coordinator. The volunteer coordinator and/or volunteers will be responsible for adding and removing materials from the bulletin board, “flip file” and distribution areas.

Procedure implementation date 11-14-14

Barnard Crossing Branch Flyer Posting and Literature Distribution Procedure

Materials may be dropped off at the library’s Service Desk. They should be placed in the bin on the branch manager’s desk.

The branch manager will act as the Library Director’s designee. Each flyer / poster to be displayed will be initialed and dated in the bottom right corner as an approved posting by the branch manager. The branch manager and/or circulation staff will be responsible for adding and removing materials from the bulletin board and distribution areas. A “flip file” is not available at the Barnard branch.

Procedure implementation date 04-17-15