



POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

Purpose

To fulfill its role as a community information center, the library will permit non-profit, educational, governmental, civic, recreational and cultural organizations to post bulletins and distribute materials on library premises, subject to the following guidelines.

Guidelines

1. Prior to being posted or distributed, materials must be submitted to the library staff for approval.
2. The authorizing librarian will date and initial any material for display and ensure it is posted.
3. Signs to be displayed will have to conform to neatness, size, and space availability. The library reserves the right to alter materials as necessary and to deny requests for posting of materials that do not meet library standards.
4. Special permission may be granted by the library for free-standing units to be placed on the floor or counters as space allows.
5. All materials for posting and display must be supplied by the organization seeking approval. The library shall not incur any costs resulting from the creation, photocopying, and distribution of said materials.
6. The library will grant groups local to the Village of La Grange Park first priority for posting of materials.

Adopted: 11/76

Reviewed: 1/04

Revised: 8/84, 12/90, 3/92, 1/14, 9/17