



POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

Purpose

To fulfill its role as a community information center, the library will permit non-profit, non-partisan, non-commercial, educational, governmental, civic, recreational and/or cultural organizations to submit informational materials for posting or distribution 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. Materials will not be posted if they are intended: to advertise; to support or oppose any political candidate or organization; or to support or oppose any religion or religious belief. Material that, in the sole discretion of the library director, is deemed to be obscene or defamatory, invades privacy, or incites violence may not be posted or displayed.
2. 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.
3. Special permission may be granted by the library for free-standing units to be placed on the floor or counters as space allows.
4. 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.
5. The library will grant groups local to the Village of La Grange Park first priority for posting of materials.
6. The library reserves the right to refuse or remove any notice, handout or display which does not comply with these policies.