



Barberton Public Library Policy on the Distribution of Community Information

The display of community information complements the Barberton Public Library's mission of providing access to a wide range of information and viewpoints. The Library adheres to the principle of providing materials representing many points of view because providing access to information can raise public awareness of issues and concerns, help people become better informed and give them the tools necessary to form their own opinions.

Community Information

Designated space is available for display of community information. This space is available to non-profit organizations engaged in intellectual, charitable, civic, cultural, educational and/or recreational activities. The primary purpose of the display must be to inform the public of the organization's programs, services, and events.

Display space may NOT be used by for-profit groups, companies, organizations or individuals. Commercial advertising, solicitations, petitions, personal sales, job postings, business cards, and doctrinal beliefs may not be posted or distributed.

Preference is given to local organizations and events.

Voter Information

To aid voters in becoming better informed about ballot issues and candidates, the Library displays and distributes literature representing all points of view. The month prior to an election, the Library will display and distribute voter information and campaign literature for issues and candidates appearing on local ballots.

Voter information will only be accepted for distribution 30 days prior to election. Flyers and brochures may not exceed 8 ½ x 14" in size and quantity may not exceed 500 per delivery. Campaign material that is not literature (including, but not limited to, bumper stickers, yard signs, and campaign buttons) will not be considered for display or distribution. All campaign materials will be removed from display or distribution on the day after the election and discarded.

In addition, the Barberton Public Library will include links to election information on the Library's web site.

Submission

Final authority for all materials displayed and distributed on Library property rests with the Library Director, who administers under the authority of the Board of Trustees, but is delegated operationally to the Customer Services Manager.

All items must be approved by the Customer Services manager; do not post or distribute anything without gaining approval from the Customer Services Manager. Items submitted for display or distribution may be left at the Customer Service desk for review by the manager. Items will be posted after review. Items posted or displayed without permission will be discarded.

Due to limited space available for materials, only a limited quantity can be accepted, and will only be made available for a period of one (1) month.

Large posters and announcements are not accepted for display. Generally, materials should be not larger than 8 ½" x 14". No signs will be posted on the library entrance doors.

Community information materials cannot be returned once given to the library for distribution.

Distribution or posting of community information materials does not necessarily indicate the Library's endorsement of the issues or events promoted by the materials.

All Library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees, June 26, 2008.