

Cattaraugus Free Library Distribution of Free Public Service Materials

The Board of Trustees recognizes that the public library has a role in the community to disseminate information which is community oriented and which residents of Cattaraugus and/or library users will find useful. The Board recognizes that many civic, social, cultural, recreational, educational, and health related agencies and organizations view the library as a place for publicizing activities and concerns.

In line with constitutional rights and privileges and the Library Bill of Rights, the Board does not discriminate toward any group or individual or purpose they represent.

As a public service, space is provided in the library for free distribution of brochures and fliers provided by agencies and organizations and which provide information of interest and/or use to the community and to library users.

Public service materials are advertisements that serve the public interest they are designed to increase education and awareness of significant social or mission driven issues to change the public's attitudes and behaviors and stimulate positive change. They are produced by a government agency or a non-profit.

Materials which are to be freely distributed must meet the following criteria:

1. Materials must be confined to the Information Shelving Unit or other display areas
2. Material of a commercial nature will not be accepted
3. Petitions will not be accepted; library employees cannot assume responsibility for verification of eligibility
4. Library employees will not be responsible for contacting agencies, organizations, or individuals with regard to the disposal or replacement of materials left in the library for free distribution
5. All materials must indicate on each copy the name of the agency or organization responsible for the flyer or brochure
6. Materials should in no way imply connection to the Cattaraugus Free Library, unless an official connection does exist
7. All material is left with the understanding that library staff may discard the materials based on space considerations, current nature of the material, and apparent lack of interest in the material
8. The Library Director may decide on the quantity of materials to be left for free distribution
9. Library employees only can post and organize materials for display. Patrons must bring any potential display materials to the circulation desk for consideration. Materials will be posted or displayed at the discretion of the library Director.
10. Any materials posted without library permission will be removed.
11. Only material that is library related will be placed on, or distributed from the circulation desk.
12. In no case, will the library sell material or collect money on behalf of anything, agency or organization.
13. There will be NO solicitation on library premises.

Adopted on 5/27/2021

