

# Mancos Public Library Advertisement Policy

## Policy Statement

Part of the Mancos Public Library's (MPL) mission is to provide timely, accurate information. In order to meet this goal, the Library provides a bulletin board and indoor areas for posting and distribution of information of community interest. MPL sets policies to govern advertising and distribution of flyers, posters, pamphlets, and other related materials. The presence of posted or distributed material does not imply the Library's endorsement of said material.

## Requirements

- Library staff must approve or deny materials submitted for posting or handout. Staff will post and remove the materials.
- The following materials are given priority:
  - Library and government information;
  - Events of local interest;
  - Non-profit materials of local, civic, cultural, educational or recreational interest;
  - Free community periodicals with local news and articles;
  - Directories that are free and of local interest.
- Materials must include the organization's name, address, web address, and telephone number.
- In general, bulletin board notices are accepted for dated material only, not to exceed 30 days as space permits. If no date is specified, materials will be displayed for a period determined by the Director, up to 30 days.
- Materials will be displayed as space permits. Any material larger than a standard sheet of paper (8.5 x 11 in) will be displayed at the discretion of the Director.
- You may deliver or mail items directly to the Library for consideration
- Unused materials will be recycled. Any materials left at the library for posting or distribution will not be available to be reclaimed.
- The following materials will not be accepted:
  - Solicitations for contributions.
  - Non-profit organizations' newsletters or meeting minutes.
  - Flyers/posters for events and/or programs that charge any type of admission or registration fee.
  - Advertisements for businesses, products, services, job openings, or items for sale or giveaway\*.

\*Advertising space for businesses may be permitted if space is available at the discretion of the Library Director

## Petitioning or In-Person Distribution

- **Within the Library:** Petitioning, solicitation, distribution of literature, or canvassing are not allowed. Rare exceptions may be made for specific library or County projects only with the express approval of the Library Director.
- **On library grounds:** Groups or individuals may petition, solicit, canvas or distribute literature on library parking lots, sidewalks, or grounds, so long as they do not impede access to the building or interfere with its use through excessive noise or other disturbance.
- Fundraising for organizations other than the Friends of the Library and its affiliates is not permitted in library buildings or on library grounds.