



## **Distribution & Posting of Non-Library Materials Policy**

### **Purpose & Scope**

The Wallingford Public Library maintains a community bulletin board and distribution point for non-library materials. Items posted on WPL's bulletin boards and distribution points do not imply endorsement by WPL for any organization, cause, or activity. WPL does not assume responsibility for the preservation, protection, or possible damage of any items left on bulletin boards and distribution points.

### **Procedures & Guidelines**

#### ***Bulletin Boards***

WPL's bulletin boards are intended to inform library users and residents about local programs and services, educational opportunities, cultural events, art exhibits, and support groups. The bulletin boards are limited to the advertisement of free events and programs, fundraising events, and limited-run cultural or arts events.

- All items must be submitted to the Information Desk and will not be posted or placed on the bulletin board without the approval of a library staff member. Approved items will be initialed and dated by a staff member prior to posting. Materials posted without prior approval will be removed and recycled.
- Information pertaining to Wallingford will be given priority over regional events.
- Announcements for events and services of public interest are posted on an equitable basis regardless of the beliefs or affiliations of sponsoring individuals or groups.
- Campaign materials, commercial materials, materials resulting in personal gain, or in violation of library policy are not permitted.
- Announcements must be legibly printed and include the name of the sponsoring organization and contact information for the individual or organization posting the item.
- The preferred size for announcements is no larger than 8 ½" x 11", however larger items of reasonable size will be considered as space permits.
- WPL makes no promise on the duration of the posting or distribution. Bulletin boards will be cleared regularly.

#### ***Distribution Points***

The library's distribution points are intended for free brochures, newsletters, and handouts. Items that fall into the following categories may be distributed as space is available:

1. brochures and information about community programs and activities;
2. brochures about not-for-profit college and educational programs;
3. information about available local state and federal government services;
4. free newsletters and newspapers.



WPL makes no promise on the duration of the distribution. Distribution points are cleared regularly. WPL assumes no responsibility for the preservation, protection or possible damage of materials at distribution points. Distribution of materials in the library does not indicate WPL endorsement of the organization, ideas, issues, or events promoted by those materials.

### ***Collection Bins***

Limited space is available to local non-profit organizations for the placement of boxes or receptacles for collecting toys, clothing, etc. in the lower lobby. Collection boxes are subject to the approval of library staff and advance coordination. Boxes and receptacles may not pose a trip hazard or block exits. Organizations are responsible for timely collections and must leave contact information with WPL, or collection may be discontinued to prevent hazards. WPL is not responsible for maintaining the boxes or receptacles, or security of collected items.

### ***Parking Lot***

No materials may be left on vehicles in WPL parking areas.

### ***Lawn Signs***

No outside organizations may put up lawn signs on WPL property/grounds. Organizations using WPL meeting rooms may post directional signs to aid attendees on wayfinding.

*Approved by the Board of Managers September 19, 1983*

*Revised May 21, 1990, November 19, 1990, June 15, 1992, November 22, 2021, December 19, 2022, January 26, 2026.*