

## Policy for Free Distribution of Materials & Bulletin Board Postings

As a part of its information mission and as a public service, it is the policy of the Bedford Public Library to provide access to community information by providing spaces for the free distribution of handouts and the public posting of flyers, notices, and posters.

### Policy Statement 1

A limited number of spaces have been designated for handouts and postings.

- 1.1 After space is allocated for the Library and City of Bedford publications, the Library will consider making space available for the distribution of materials that contain area and local information of potential interest to Bedford residents.
- 1.2 Publications and other materials considered for distribution include brochures, flyers, and periodicals. A periodical is any publication that is produced on a regular basis and issued four or more times per year. To be considered for distribution, it must contain at least fifty percent editorial content. Material must be typeset (printed) and legible.
- 1.3 Materials promoting programs/projects/services of a personal or commercial nature are not distributed.
- 1.4 Materials promoting fee-based activities are only accepted from organizations that can prove non-profit tax-exempt status.
- 1.5 Materials posted or left for free distribution without approval from the Library will be discarded. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.
- 1.6 Approval for distribution of materials must be obtained from the Library Manager or designee. Materials left without this approval will be discarded without notification.
- 1.7 The decision of the Library regarding distribution of a particular publication is final.
- 1.8 Distribution of materials does not imply advocacy, endorsement, or co-sponsorship by the Library or the City of Bedford.