



## **Public Posting and Distribution Policy**

The Alameda Free Library (Library) designates spaces that allow for the posting and distributing of information of community interest. Petitioning, soliciting, and canvassing are not allowed inside Library facilities. Providing space for the posting or distribution of materials does not imply Library endorsement of the events or information provided. This policy establishes guidelines for posting and distribution of informational notices inside the Library.

### **Posting of Materials**

Materials must be submitted to Library staff for posting. Library staff will determine, based on available space, how long in advance of the listed event a flyer or notice will be posted, and how long they will remain posted. The Library is not responsible for the loss or damage to posted materials. Materials will not be returned.

### **Distributing Materials**

Handouts, including flyers, postcards, or posters, may be placed in designated locations within the Library. The Library reserves the right to limit the number of handouts offered. Distributing materials outside the Library is permissible, however, it cannot block public access to the building nor interfere with normal library use.

### **Permitted for Posting and/or Distributing:**

- Library programs, events, services, procedures, and news
- Friends of the Library sponsored programs and activities
- Local, state, and federal government programs, events, services, and news
- Cultural, educational, social opportunities having substantial community impact
- Other materials not expressly excluded below may be considered based on available space

### **Not Permitted for Posting and/or Distributing:**

- Partisan materials which promote current political candidates, campaigns, parties, or issues
- Services or products for sale or rent, except those that directly benefit the library
- Notices reflecting opinion, political debate, philosophies, or religious doctrine
- Materials larger than 11 inches x 17 inches