

POLICY ON DISTRIBUTION, POSTING AND COLLECTION OF MATERIALS

The Reading Public Library is committed to disseminating information that is of general interest to the community and provides spaces for the free distribution of handouts and the public posting of flyers, notices, and posters. The posting of notices on the bulletin boards does not imply endorsement by the Library.

All requests for distribution or posting of materials should be referred to the Borrower Services Desk. Library employees maintain bulletin boards and areas for distribution of materials. Materials posted or left for free distribution without approval from the Library will be discarded. A section may be reserved for library announcements. Because space is limited, the Library will give preference to materials that:

- are from the town of Reading
- are from Reading organizations
- are from non-profit organizations
- announce events, activities, and services in a timely fashion
- are of a suitable size

Posted materials shall not contain illegal, threatening or intimidating messages and shall not otherwise violate the "Patron Rights and Responsibilities Policy".

In general, announcements of events may be posted up to one month before the event. Posters of a general nature that do not advertise a specific date or event will be removed when space for more current announcements becomes limited. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.

In addition, the Reading Public Library does not permit the sale of materials by or on behalf of another agency, nor does it serve as a collection center unless specifically requested to do so for Municipal, State or Federal agencies. Special consideration will be given to publicity for services or programs presented by the Friends of the Library and the Reading Public Library Foundation. Other organizations may apply for special consideration to the Board of Library Trustees.

Adopted: May 2001
Amended: January 2005
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