# Display & Distribution of Non-Library Materials Policy

Revised & Accepted Feb. 2017,

**Policy Statement**

As an educational and cultural institution and as part of its public service, the El Reno Carnegie Library provides designated areas for displays, handouts, announcements of interest and petitioning.

Posting of informational materials inside the Library does not constitute endorsement of the beliefs or policies of the sponsoring group.

**Regulations**

1. General
	1. The library, individuals, other nonprofit organizations, community groups or governmental agencies may provide materials for display, distribution, or publication.
	2. Displays, handouts and announcements must be approved by the library director or appointed designee(s) before being set up or posted.
2. Displays and Exhibits
	1. The library retains priority rights to all display space for library purposes.
	2. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
	3. Displays must support the mission of the library and not cause disruption of the regular flow of library work and service.
	4. The library may limit the size and location of the display, number of items, schedule, and the frequency an individual or group has a display.
	5. Setup and removal of displays during regular library hours are the responsibility of the owner.
	6. The library assumes no liability in the event of damage, destruction or theft of a display.
	7. A sign stating the sponsorship of the display may be included. Values of displayed items shall not be included.
3. Handouts and Announcements
	1. Distribution or posting of non-materials does not indicate the library’s endorsement of the issue or events promoted by those materials.
	2. Unapproved materials will be disposed of at the library’s discretion.
	3. The library and Friends of ERCL retain priority rights to space for handouts and announcements. Materials from other eligible organizations may be posted by library staff as space permits and may be removed at any time.
4. Petitioning and Protests
	1. The library allows petitioning, distribution of non-commercial literature or leaflets and canvassing or similar types of appeals by members of the public only on the sidewalks but not on the steps or exterior entryways. This activity must not interfere with building or parking lot ingress or egress or interfere with customers’ rights to be free from such activity.
	2. Protests and other similar activities are allowed only on the sidewalk along E Wade St.
	3. Activities must not interfere with building or parking lot ingress or egress and must not take place in the parking spaces.
5. Activities must not be so loud as to be considered a breach of peace or disrupt library programs and services.
6. Sales and Fundraising
	1. The library does not allow panhandling or the sale or promotion of goods, services or fundraising events by members of the public in the library building, on the grounds or in the parking lot.
	2. The only merchandising activities permitted are library or Friends of ERCL sponsored sales or activities approved by the library director.