

## **Salida Regional Library Policy for Event Flyers**

Designated space within the Library is available for display of community information. This space is available, at the discretion of the Director of the Library, to non-profit organizations engaged in intellectual, charitable, civic, cultural, educational and/or recreational activities. The primary purpose of the display must be to inform the public of the organization's programs, services and events. All informational flyers must identify the organization or group holding or sponsoring the event.

Persons desiring to distribute community materials at the Library are required to submit such materials to a Library staff member or Library Director. Material will be accepted for display or distribution within the Library **on a space-available basis**. Space is available at the discretion of the Library staff. Priority will be given to Salida Regional Library publications. Items submitted for distribution by individuals or organizations must meet the criteria of this Library policy. Material accepted for distribution will be displayed for a reasonable period of time to be determined by the Library. The Library disposes of surplus, and/or outdated materials or materials that do not comply with this policy. The Library assumes no responsibility for the preservation of materials posted or distributed.

Preference is given to local organizations and events.

Display space may NOT be used by for-profit groups, companies, organizations or individuals. Commercial advertising, solicitations and business cards may not be posted. No political candidate or proposition materials are eligible for display.

Because of potential hazards, including blocking traffic views, etc., the Library does not allow for the placement of signs promoting community events on its exterior property. Signs placed on exterior Library property will be removed immediately.

Display of obscene language and sexually explicit graphics and images, is prohibited.

The display of materials at the Library DOES NOT imply endorsement by the Library.

The Salida Regional Library **Policy for Event Flyers** was adopted and approved by the Salida Regional Library District Board of Trustees on 4-26-2016; reviewed January 28, 2018, reviewed February 26, 2019. Adopted with changes 2-23-2021. Reviewed March 25, 2025.