

Posting Public Notices and Distributing Promotional Materials at the Springfield Public Library

*Display and Distribution of Materials from Agencies, Organizations, and Individuals
on Library Bulletin Boards, Display Table and inside the Library*

All items are to be submitted for approval. Items to be considered for posting may be dropped off at the library's front desk; please leave only one poster as we have limited space.

All items may only be posted by library staff.

Our emphasis is on local/regional items, such as: community notices of a cultural, educational, recreational, or community service in nature.

Postings at the Springfield Library must pass at least one of the following criteria:

1. Be a library program
2. A program co-sponsored by the Library
3. A program sponsored by other tax-supported agencies
4. A program of a cultural, recreational, educational or community service nature sponsored by non-profit organizations
5. A program of a cultural, recreational, educational or community service nature sponsored by for-profit organizations.

Postings and solicitations we are unable to accommodate

No personal advertising or solicitation (e.g. babysitting, daycare, items for sale)

No business advertising

No permanent notices; all items should be able to be removed after the event date has passed

Exception: Some informational items of a more permanent nature can be posted on the bulletin board by the north exit (e.g. Peace Corps, Federal or State benefit programs, ongoing civic public meeting notices)

No person shall personally distribute promotional materials, pamphlets, or other written communications inside the library, except for library materials. No person shall picket or solicit signatures for an initiative or referendum petition inside the library. All such activities shall occur outside the library building in a manner and at a place that does not block ingress or egress from the library.

Additional Bulletin Board guidelines for inside the library (near the library's east exit)

- Display items should be of reasonable size for our bulletin board.
- The appearance and content of the notice must be suitable for the general public.
- Items will be displayed for a maximum of 30 days and dated by staff upon posting, unless otherwise determined by staff.
- The Library will not display posters, petitions or notices for political parties or candidates or those advocating a position on a public issue.
Exception: The library does provide non-partisan election information distributed by City, County, State & Federal entities as well as candidate and issue information provided by League of Women Voters.
- The Library also will not display product advertisements, legal notices or notice of fundraising drives not related to library service.
- The Library may distribute multiple copies of ongoing publications, informational brochures, pamphlets, etc. of a cultural, recreational or educational nature. Consideration of distribution of non-library materials is subject to library materials given first priority.

The library reserves the right to place postings where deemed appropriate and to remove them as necessary.

Violation of this policy may result in loss of posting privileges or suspension of library privileges as pertains to the Library Code of Conduct.