

**LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA**

POLICY TITLE: **DISPLAY AND DISTRIBUTION OF FREE MATERIALS**

PURPOSE: The purpose of this policy is to properly regulate the use of the bulletin boards and information centers in Lincoln City Libraries and to assure that such areas are reserved for their intended purposes.

SUMMARY: Library produced displays, handouts, announcements, etc. provide information to the public on Library programs and events. These materials may be displayed on Library public service desks, bulletin boards, and other areas designated for Library use only.

The Library has a limited amount of space available for the distribution of free literature and displays. Materials provided by for-profit and non-profit organizations engaged in educational, cultural, or intellectual activities in the community may be displayed. The Library does not endorse the activities and information contained in these non-Library displays and promotional materials.

- POLICY:**
- A. Materials must be approved by the Library Director or Branch Manager where the material will be located.
 - B. Political campaigning and notices advocating or promoting partisan political issues, fundraising, or commercial advertising are not allowed. Fundraising materials for the Foundation for Lincoln City Libraries and other departments of the City of Lincoln are allowed.
 - C. Materials will be displayed for limited periods of time, not to exceed 30 days. Materials will be removed at the discretion of the Library staff. Materials will not be returned to sponsoring organization.
 - D. The Library reserves the right to establish time, place and manner restrictions for the display of materials. The Library also reserves the right to restrict the geographic area from which materials will be accepted and to determine the frequency with which material may be posted for the same group.
 - E. The Library reserves the right to not post any and all material.

APPROVED BY LIBRARY BOARD: January 18, 2011

REVISED: April 16, 2013

REVIEWED BY LAW DEPARTMENT: January 14, 2011; April 12, 2013