

Thomas Crane Public Library

Distribution of Nonlibrary Materials Policy

Policy Statement

The Thomas Crane Public Library distributes nonlibrary materials in order to provide information that meets the educational, professional and recreational needs of the community. The Library gives priority to materials that promote literacy, books and reading. Other types of materials appropriate for distribution include handouts about cultural events, educational opportunities, and community services.

Definitions

Materials may include course catalogs, brochures, bookmarks, flyers, newsletters and newspapers.

Regulations

1. Materials may be distributed by community organizations and clubs, educational institutions, government agencies, and non-profit organizations. For-profit companies and individuals may also distribute materials that are consistent with the policy statement above.
2. Organizations or individuals interested in distributing materials in the Library may either bring the materials into the Main Library or a branch library or mail them to the Main Library. Materials not accepted for distribution will not be returned. Unauthorized materials left in any Library distribution area will be removed and discarded.
3. The Chief of Circulation, Children's Librarian and Head of Reference at the Main Library, and the Branch Librarian at each branch library, will determine whether materials may be distributed, based on the policy statement above. Materials advertising cultural, educational and community programs and services will be distributed. Materials such as business cards and handouts advertising services such as acupuncture, auto sales, etc., will not be distributed.
4. Materials distributed by individuals offering a service must include the name of the individual or business as well as contact information. A description of the individual's qualifications should be provided either on the materials or on a Web site whose address is included on the materials.
5. Materials advertising programs and services for which there is a fee may be distributed if they meet the criteria in the policy statement above.
6. Materials should generally be no larger than 8-1/2" x 11" but larger materials will be considered, space permitting.
7. Materials that are not date sensitive may be distributed for up to two months, space permitting.
8. Quincy and South Shore area materials will be given priority; other materials will be considered as space permits.

9. At the Main Library, materials will be distributed in the Community Information Alcove (first floor), in the wooden display cases in the Reference Area (second floor), and at the circulation desk in the Children's Room (ground floor). At the branch libraries, materials will be distributed on designated tables or other display fixtures.
10. Organizations and individuals may provide small brochure holders and display racks for materials.
11. The Chief of Circulation, Children's Librarian and Head of Reference at the Main Library, and the Branch Librarian at each branch library, will be responsible for the appearance and timeliness of materials distributed in their areas.
12. In distributing nonlibrary materials, the Library does not imply endorsement of the events or services advertised.
13. Complaints about this Distribution of Nonlibrary Materials Policy or about the content of particular nonlibrary materials should be addressed to the appropriate staff person (Chief of Circulation, Children's Librarian, Head of Reference or Branch Librarian). If a complaint cannot be resolved at this level, it may be addressed to the Library Director.

Adopted by Vote of the Library Board of Trustees, June 13, 2005