

SOUTH SAN FRANCISCO PUBLIC LIBRARY BULLETIN BOARD AND FREE LITERATURE POLICY

This policy is designed to ensure that the Library facilities serve their primary purposes, including the provision of a quiet and orderly environment in which people may read, study, use library materials and equipment and contemplate. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

Flyers/Handouts and Bulletin Boards

The Library provides limited space on its bulletin boards and designated areas strictly for the passive distribution of information. This service is provided only to further the Library's mission to "meet the informational, educational and recreational needs of our multicultural community." Due to space limitations, priority is given to Library information, City of South San Francisco and other government-related information, and information from South San Francisco area non-profit organizations. Some space is designated for official government notices, such as job postings or other legal notices. Informational materials are limited to those of a civic, cultural, recreational or educational nature.

Political candidates will not be granted use of the bulletin boards or passive distribution areas because it would not be possible to grant all candidates equal time. No items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services will be accepted. Items may also be refused based on size and available space.

In order to give access to as much community information as possible, *material will be displayed for a limited time*. In any event, notices will not be displayed more than two months in advance of the event. Display items must be of a reasonable size (determined by the Library manager for each facility – usually 8 ½" x 11" or less). All items must be approved by staff before posting.

Materials left for posting or distribution without authorization from the Library will be discarded. Limits may vary by facility; however, 50 copies is the suggested maximum of any item left for distribution. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

Petitioning or Active Distribution of Literature in Libraries

Petitioning, surveying, solicitation, canvassing or similar types of appeals by members of the public are not allowed inside Library buildings. This prohibition does not apply to official activities of the Friends of the Library. Outside activities or demonstrations may not block access to the building or interfere with normal library use. In the event that a

Library facility serves as a polling place, solicitors must observe the legally-mandated distances from polling places.

Displays

Displays are intended to highlight areas of Library collections and/or programs; Library staff selects the topics. Display space is extremely limited and is generally restricted to Library materials only; however, Library staff may arrange to use materials related to the subject of the display. In such instance the lender will be required to sign a Display Waiver form. Display space is not available for groups or individuals.

The Library does not evaluate the viewpoint, beliefs, or purposes of groups or individuals posting information. Distribution, posting, or display of material by the Library does not indicate the Library's endorsement of any group, their ideas or programs.

Adopted by the Library Board of Trustees: March 28, 2006

Amended by the Library Board of Trustees: July 24, 2012

Amended by the Library Board of Trustees: May 28, 2013

Reaffirmed by the Library Board of Trustees: February 27, 2018