

## **Distribution of Free Materials and Public Posting Policy**

**TACOMA PUBLIC LIBRARY  
Administrative Policy: #10.02  
Revised July 2017**

It is the policy of the Board of Trustees of the Tacoma Public Library, as a part of its information mission and as a public service, to provide access to community information by providing spaces for the free distribution of handouts and the public posting of flyers, notices and posters. Distribution or posting of such materials by the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

A limited number of places within each library branch are available for handouts and postings. Therefore, the Library Director will designate within each branch:

1. Those bulletin boards, literature racks, countertops, desktops, and shelves which are to be used exclusively for materials as solely defined by the Library which provide Library information to the public or which promote Library events.
2. Those bulletin boards, literature racks, and shelves which are made available for the free distribution or posting of non-commercial materials produced by organizations limited to those engaged in cultural, educational, intellectual, or charitable activities and which announce such activities.

Because space available for the distribution of materials described in category 2, above, is limited, the Library will give preference to materials that:

- a) originate from Tacoma or Pierce County organizations;
- b) announce events, activities, and services in a timely fashion;
- c) are of a suitable size and, in the case of handouts, of suitable quantity.

Materials known to be illegal will not be posted or placed for free distribution.

The Library asserts its right and responsibility to ensure that the bulletin board and handout spaces are available on an equitable basis to all groups which request them. Therefore, the Library's Director, or Library Director's Designee, must approve each item for posting or free distribution. Approval will be guided by the provisions of this Policy and not by the content of the material under consideration.

Materials posted or left for free distribution without approval from the Library will be discarded. The Library assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.