

Guidelines for community use of library literature racks

- Each library provides a limited amount of space in literature racks/shelves for community groups and agencies to provide literature (e.g., booklets, brochures, guides, newsletters, maps) for public distribution.
- Literature must be sponsored by nonprofit groups such as local governments, schools, or agencies.
- Guides and newsletters that may contain advertisements for multiple businesses and services, such as dining, parents' or seniors' guides are acceptable.
- Literature must be contained in one space and may not overlap or cover existing literature already in place.
- Library staff approves and manages literature in the racks and will dispose of outdated literature, for-profit advertising (not contained in a guide), or any literature that violates Library Policy 3.3.
- Library staff will not provide storage space for literature.
- Groups are responsible for delivering, placing, and restocking their literature.

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