



## **WASHINGTON PARISH LIBRARY**

### **Distribution Of Materials And Posting Of Announcements Within The Library Policy**

---

From time to time, the Washington Parish Library is asked to post or make available for distribution announcement flyers or other materials from organizations or individuals promoting their activities or points of view. Distribution or posting of these materials by the Library does not necessarily indicate the Library's endorsement of the issues or events promoted by those materials.

---

### **Priorities**

The Library strives to provide, within the space limitations of each branch, a space for flyers and other such materials while observing the following guidelines.

1. Our first priority for our public forum space is for materials about Library services, programs, and events;
  2. Our second priority for our public forum space is for materials from the Friends of The Washington Parish Library;
  3. Our third priority for our public forum space is for materials from other governmental entities such as the parish, state and federal governments;
  4. Our fourth priority for our public forum space is for materials advertising local cultural activities, festivals, and programs sponsored by civic organizations;
  5. Our final priority for available space is for information from other groups which must meet guidelines as stated below.
- 

### **Guidelines and Prohibitions**

1. All requests for display of announcements/posters, etc. from outside the Library will be directed to Administration for a decision on display.
  2. No item may be hung or displayed without prior approval. Any material placed in the Library without approval will be removed and discarded.
-

3. Material that is displayed will be dated on the first day of display and will be removed after one month or the day after the day of the event advertised.
4. No political or religious events or viewpoints will be advertised or distributed in the Library or on Library grounds. This includes materials that support or oppose any current or pending ballot measure or political candidate, as well as materials asking Library visitors to sign a petition or letter.
5. Official election information, however, such as items from the League of Women Voters or the Public Affairs Research Council Of Louisiana, shall be made available in the Library.
6. Advertisements from profit making groups will be limited to those that provide an educational, cultural, or civic service (e.g., tutoring, plays, lectures, concerts, etc.) that are open to the general public. These will be posted only if space is available.
7. Local newspapers and magazines of a non-commercial, non-partisan, and non-religious nature as determined by Administration.
8. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.
9. The Library Director, or their designee, is responsible for the administration of this policy on a system-wide basis. Branch managers are responsible for the administration of this policy within their facilities.
10. All materials posted or distributed must comply with this policy and any other applicable Library regulations or guidelines. No other materials may be posted or distributed.