



## Comsewogue Public Library Information Display / Distribution Policy

The Comsewogue Public Library maintains bulletin boards and other spaces in designated public service areas for the display and dissemination of information. The display and / or dissemination of materials in this public area does not constitute support, sponsorship or endorsement, nor does the absence of materials reflect non-support.

Since space is limited, the types of items that will be posted must also be limited. Space will be allocated in the following priority: information about the Library and its services; information supplied by local non-profit organizations (about upcoming events only); and, information supplied by local, state and national government.

Items must identify the group or person responsible and provide contact information.

The Library reserves the right to refuse display materials that are awkward to display or take up disproportionate space.

Displays will be updated and items removed as needed.

Items left at the Library for display will not be returned whether they have been displayed or not.

Political candidate or proposition materials, commercial promotions or private events, such as yard sales and "services provided" are ineligible for display.

The Library will not post advertisements of any kind except those announcing events and / or services provided by local community organizations and government agencies.

The Director, or her/his designee, must approve all materials before they are posted.

Active distribution, in which a person on site hands out materials, canvasses, solicits or petitions, is not allowed in the library.