

Distribution of Materials Policy

Florence County Library System

Approved by the Board of Trustees March 1, 2021

Purpose

The purpose of distribution of materials policy is to provide guidance for the Library's role as a resource for community information.

Policy

The Library will assist in the distribution of informational literature that is of educational, cultural, civic, or charitable interest and value. Materials should not advertise for personal, business, or organizational gain. The distribution of materials does not constitute an endorsement by the Library.

Materials to be considered for posting or distribution should be left at the circulation desk for review by the Library Director, Chief of Headquarters, or Branch Manager. Approval of materials is at the Library's discretion. The Library may refuse any material based on content, size, format, timeliness, or any other reason. The Library may also limit the amount of material to be distributed and may monitor and control the methods of distribution.