

## **HANDOUTS, GIVE-AWAYS, AND NOTICES POLICY**

**8/04**

Handouts, give-aways, and notices (such as the Stratford and Shaw Festival booklets, book sale notices, and bookmarks) are those items that announce meetings, programs, and on-going or annual events. Handouts, give-aways, and notices posted in the library must be of a non-profit, non-commercial nature.

Permitted Uses of Library Space: Non-profit and non-commercial organizations may request that their notices and/or handouts be posted in the library. Limited space is available. The notices and handouts must be of an educational, cultural, or civic nature and may not contain for-profit advertisement. Individuals may not post notices or leave handouts in the Library.

Facilities: At the main entrance in the circulation lobby, only library related notices may be posted. Space for public information and handouts is available in the three copy centers – in Youth, and on the second and third floors. Specific authorization from the Community Outreach Department is required for an organization to have a notice posted or a handout displayed. Nothing may be posted on glass windows, pillars or desks.

Approval Process: No notice shall be posted, or any handout displayed, without the approval of the Community Outreach Department. Organizations may not post notices or place handouts themselves; this will be done for them by Library staff after the notice or handout has been approved. The Library reserves the right to determine exactly where a notice or handout will be located, and how it is to be displayed. Organizations may drop off their handouts and/or notices at the Guest Services Desk and direct them to the attention of the Community Outreach Department.

Duration: Notices and handouts will be removed and disposed of after they become dated or if space is needed for other material.

Southfield Public Library  
Community Outreach  
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