

## MONROE TOWNSHIP FREE PUBLIC LIBRARY USE OF LIBRARY SPACE POLICY

In keeping with the Library's mission, the display and distribution of promotional materials provides residents with opportunities for full participation in the life of their community. The Library provides access to information about community activities and events and space to display materials in a variety of formats, including bulk publications (e.g., community newspapers and magazines, cultural brochures, continuing and full-time education calendars).

All requests to display and distribute materials must be submitted for approval. Requests will be handled in a fair and consistent manner. The acceptance of materials does not in any way signify an endorsement by the Library of either the content of the notice or the organization from which it comes.

Priority is given to display or distribution of materials from the Monroe Township Public Library, Friends of the Library and Monroe Library Foundation.

Due to space limitations, the Library may limit the length of time materials may be displayed or distributed.

Priority is given to Library Materials. The Library may also display items:

- Produced by the Township of Monroe, its agencies, boards and commissions;
- About statutory programs related to public safety and education;
- Regarding meetings, activities, events and volunteer information in the area;
- Of educational, recreational and informational content;
- About cultural events including music, film, art, theatre, festivals and celebrations.

The Library will not display or distribute:

- Materials whose primary focus and/or editorial policy is partisan or political in nature, unless the material is an announcement of community meetings or forums for discussion of community issues;
- Faith-based materials whose primary purpose is to promote faith;
- Materials that are primarily devoted to the sale, advertising, solicitation, or promotion of commercial products or services;
- Personal ads, notices of items for sale or rent;
- Materials in unsuitable formats (e.g. tear-offs or oversize materials);
- Contests, surveys or pledge forms;
- Fundraising with the exception of the Monroe Township Public Library, Friends of the Library, Monroe Library Foundation;
- Petitions.

Decisions to refuse display or distribution of materials may be appealed in writing to the Monroe Township Library Board of Trustees.

Revised July 19, 2010