

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 Monroe Township municipal events, activities, public service announcements and space to display materials in a variety of formats, including bulk publications (e.g., community newspapers and magazines, continuing and full-time education calendars).

Priority is given to display or distribute materials from the Monroe Township Free Public Library, Friends of the Library and Monroe Township Library Foundation. The Library may also display items:

- Announcing government events, activities, public service announcements, information or business of the Township of Monroe, Middlesex County, State of New Jersey, and the United States Federal Government.
- Produced by the Township of Monroe, its agencies, boards and commissions.
- Related to public safety and education, including statutory programs.

REGULATIONS

- 1) Due to space limitations:
 - a) The Library is unable to accommodate the display and/or distribution of materials from organizations that are not the agencies, boards and commissions of the Township of Monroe or other governmental agencies.
 - b) The Library may limit the length of time materials will be displayed or distributed.
- 2) The Library will not post on the Bulletin Board:
 - a) 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.
 - b) Faith-based materials whose primary purpose is to promote faith.
 - c) Materials that are primarily devoted to the sale, advertising, solicitation, or promotion of commercial products or services.
 - d) Personal ads, notices of items for sale or rent.
 - e) Materials that are not presented in appropriate/suitable formats (e.g. tear-offs or oversize materials);
 - f) Fundraising, contests, surveys or pledge forms with the exception of the Monroe Township Free Public Library, Friends of the Library, Monroe Township Library Foundation or other official Monroe Township agencies, boards or commission;
 - g) Petitions. Please see the *Signature Gathering and Petitions Administrative Policy* and the accompanying form for permission to solicit signatures on Library grounds.
- 3) All requests to display and distribute materials must be submitted to the Circulation Desk, using the attached *Request to Display/Distribute Materials* form, for review by Library staff. 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.
- 4) 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

Revised April 18, 2016

Revised September 18, 2017

Revised April 30, 2018

Revised January 16, 2024