

SOLDOTNA PUBLIC LIBRARY LIBRARY PUBLIC POSTING POLICY

Library posting spaces may be made available to public and non-profit organizations for displaying information about civic, cultural, educational and recreational programs of likely interest to the local community. The term “postings” is used collectively to include handouts, flyers, and posters.

The Library does not advocate or endorse the viewpoints of individuals or groups using public posting locations.

This policy does not pertain to the Library, City of Soldotna, or the Soldotna Library Friends.

GUIDELINES

All postings must be preapproved by Library Staff. Materials not approved by Library Staff are subject to immediate removal.

Subjects/Contents:

Items may include such forms as:

- Information about community affairs, organizations, services and activities

The following items will not be posted:

- Personal notices of items for sale, rent, or free distribution
- Promotion of political candidates, political parties, or an advocacy position on any issue on a public election ballot
- Commercial announcements or advertisements by profit making individuals or organizations. Only 501(c)(3) Nonprofit organizations may use the Library posting spaces for promoting fundraising events or other programs that are not free to the public.

Size and Location:

- The Library reserves the right to refuse materials that are awkward to post or take up disproportionate space.
- Items must be of reasonable size in relation to the space available. In general, items should not be greater than 11”x17” in size.
- Postings are only allowed in designated areas; generally these include the bulletin board in the Library entryway and the counter and display shelves near the fireplace. Library, City, and Soldotna Library Friends postings shall have priority use of available space.
- Other areas, such as service desks, study tables, walls, windows, doors, slat walls, shelves, and shelving end panels are reserved for the Library’s own postings and displays.

Requirements for Posting/Distributing Materials:

1. Handouts, flyers, and posters are displayed no more than one month prior to the event and will be placed in the appropriate location by Library Staff.
2. All items must identify the group or person responsible for distribution, and provide contact information.
3. Items may remain posted for a period of 30 days. Posters, flyers, and pamphlets may be discarded by the Library Staff after 30 days. The library will relocate, rearrange, and remove materials as it chooses.
4. The library does not store materials for future posting.
5. Active distribution, in which a person on site hands out materials, canvasses, solicits or petitions will not be allowed, except as detailed in policy 03.01 Facility Use Policy & Procedures.
6. Items to be posted/distributed must not be in violation of any federal, state or local laws.

Recommended by Library Advisory Board: October 21, 2019
Approved by City Librarian: October 21, 2019