

Distribution of Free Literature and Soliciting

Purpose

In its role as a center for community information, the Robbins Library serves as a distribution point for various kinds of free literature.

Policy

1. Library staff selects free literature on topics of educational, cultural, social and recreational concerns for distribution at various locations throughout the library. Material is selected for its informational value to the community. The Circulation Desk is reserved for the distribution of library materials only.
2. Literature on topics of educational, cultural, political, social and recreational interest may be left at the library in quantity for distribution as space permits.
3. Candidates and petitioners may not approach patrons or staff for signatures in the library building. Political material promoting candidates is not permitted.
4. Material being distributed for fundraising purposes will be accepted if the organization is non-profit.
5. In no case will the library sell material on behalf of another agency.
6. No items may be sold by any individual or group using the library without the written advance permission from the Board of Trustees. Application should be made through the Library Director.
7. Announcements of events of a commercial nature by profit making businesses or individuals will be accepted as space permits if they are of educational or cultural interest.
8. The library keeps a file of tutors and music/dance instructors at the Reference Desk.
9. All requests for the distribution of material should be referred to the Reference Desk.
10. In cases of doubt, the Director will decide on the suitability of material for distribution. The library reserves the right to remove materials judged to be unsuitable.
11. Due to limited space, the library reserves the right to limit the number of publications supplied by any one person or group and to discard materials after a suitable length of time.
12. The library does not endorse and is not responsible for the views expressed in the material.

Approved by the Board of Trustees 3/16/96
Amended 6/19/03; 12/14/04; 11/08/11