

ADMINISTRATIVE POLICY MANUAL

Document Number: 10-009-01

Section: Administration

Subject: Free Newspapers and Magazines Display

Effective Date: April 20, 2005

Summary: This document describes the library's policy for placing newspapers and magazines in library lobbies for free distribution.

- Policy:**
1. The library provides an area at the entrance to library facilities where community newspapers/magazines of general interest may be distributed without fee.
 2. Magazines/newspapers may only be displayed in library furnishings. No individual stands will be accepted.
 3. Magazines/newspapers of for profit groups, companies or organizations and handouts of an individual are not accepted. Exception: Community magazines/newspapers produced by for-profit organizations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the local community.
 4. Publications whose orientation is determined to be political or religious are not permitted.
 5. Any publication may be refused by library administration if it is determined the library no longer has space for additional titles.
 6. Any group wishing to have newspapers/magazines displayed must receive approval from library administration.