

# ORANGE PUBLIC LIBRARY

## **POSTING AND DISTRIBUTION OF INFORMATION**

*Replaced "Exhibits, Displays, & Distribution of Free Materials" Originally adopted by  
The Orange Public Library Board of Trustees on June 26, 2006  
Revised and/or Adopted: 12/13/2010; 7/20/2015; 3/7/2019; 12/20/2019*

The Orange Public Library strives to provide the community with valuable and resourceful information by providing a designated space for posting and distributing materials.

Priority in posting goes to the Orange Public Library and the city of Orange.

The Orange Public Library does not promote for-profit businesses, groups, organizations, and/or individuals. Examples of items not permitted include advertisements for services provided (whether for a fee or for free), flyers on lost pets, missing persons, items for sale/rent, roommate requests, or any other similar requests or advertisements.

Items acceptable for submission (if space is available) include:

1. FREE programs and events that take place in the city of Orange and do not promote a for-profit business.
2. Non-profit events that take place in the city of Orange and do not promote a for-profit business.
3. Local/State Government information, including job flyers.
4. Items of an educational nature that do not promote a for-profit business.

Materials placed in the Library without permission will be removed and recycled.

Materials for posting or distribution shall not be larger than 8.5" x 11" (standard paper size).

Library staff has the authority to deny/accept material based on these guidelines; however, the Library Director and/or appointed designee has the final approval. In most cases, the appointed designee will be the Executive Assistant for the Orange Public Library.

### **Requests to post or distribute materials outside of the Library**

Posting material outside of the Library is not permitted.

Groups, organizations and/or businesses wishing to distribute materials outside of the Library may do so with the library's permission. All requests shall be made through the Executive Assistant of the Orange Public Library. Permission to set up does not constitute the library's endorsement. If permitted, the group shall not infringe or hinder the public's entrance to the Library. Groups may not distribute or set up inside of the Library. The library does not assist with set up or provide use of materials or equipment, including tables and chairs.