

**MANAGEMENT GUIDELINES FOR
DISTRIBUTION AND POSTING OF FREE MATERIAL**

MG-OP-08.1

COMMITTEE:	Strategic Leadership Team	PASSED:	March 1998
TOPIC:	Services	AMENDED:	24 September 2015; 20 April 2017, 28 April 2022
		REVIEW PERIOD:	Every 10 years or as required.

MANAGEMENT GUIDELINES

Materials may be brought to any NVDPL location for consideration. Materials will be reviewed by a Branch Coordinator before posting or distribution.

If materials are approved for posting, the Branch Coordinator will determine the length of time the material is made available.

Materials will not be returned, whether posted or not.

Due to the volume of requests received, the Library is unable to track whether or not materials have been displayed or picked up by the public.

If accepted materials are for an event, materials will be discarded after the event. Otherwise, staff shall date stamp materials before posting, and after 1 month, items will be discarded.

Space is limited and display of community information materials is always at the discretion of the Library. Materials left for free distribution without Library approval and which are not deemed suitable, or for which there is no space, will be discarded.

Individuals/Organizations wishing to circulate posters/handouts should note:

- There are 3 “full service” Library locations; we can accept 3 copies of posters. Extras will be discarded.
- Posters should not be rolled.
- Posters, handouts, etc. which advertise the date of an event should be deposited no less than two weeks prior to the date of the advertised event.