



## **POLICY ON THE DISPLAY AND DISTRIBUTION OF MATERIALS IN THE LIBRARY**

The Library's mission and vision is to foster learning opportunities for the community. Consistent with that mission and vision, only announcements and literature published by non-profit organizations engaged in educational and cultural activities in Carlsbad and in the Carlsbad area will be considered for display. The Carlsbad area is defined as Solana Beach to Oceanside to Escondido to Fallbrook. Due to limited display space, it may not always be possible to distribute or display all announcements and publications that fall into these categories. Flyers up to 11 x 17 may be accommodated when space permits. No tear-offs, rough-edged or handwritten materials may be posted. Prior approval from Library Administration is required for all materials and any materials posted or left for free distribution without approval will be discarded.

The provision of display space for public use does not constitute Library endorsement of the views advocated in these displays. The Library is not responsible for the preservation or protection of materials posted or placed for free distribution.

The following priorities will be used to determine which items will be distributed or displayed:

1. Materials produced by the Carlsbad City Library and other Carlsbad City Departments.
2. Information and instructional materials from federal, state, and local government agencies.
3. Information and instructional materials from schools in the Carlsbad area. Schools are defined by the California Department of Education at <http://www.cde.ca.gov/ds/si/ds/dos.asp>.
4. Materials and publications that include content with a byline by City of Carlsbad staff.
5. Announcements of public events to be held in Carlsbad by 501(c)(3) non-profit organizations engaged in educational activities that support the Library's mission and vision.
6. Announcements of public events to be held in the Carlsbad area by 501(c)(3) non-profit organizations engaged in educational activities that support the Library's mission and vision.

Non-Library or non-City materials will be displayed for a minimum of 1 week and a maximum of 4 weeks, subject to the above priorities. Display periods may be extended on a space available basis, subject to the above priorities.

### **Appeal of Decision Process**

- Appeal of any decision adverse to an applicant may be made in writing to the Library Director within five (5) business days of its making. The Library Director shall render a decision within ten (10) business days. The applicant may appeal the Library Director's decision to the Assistant City Manager within five (5) business days of the Library Director's decision. The Assistant City Manager will render a decision within thirty (30) calendar days. The Assistant City Manager's decision shall be final.

***Approved by the Library Board of Trustees at their meeting of December 15, 2010.***