

The Chattahoochee Valley Libraries use of promotional space is intended for the library system or one of its recognized support groups. This applies to both interior and exterior property as well as via any method of electronic or print communication that the system may create. Space for promotion or distribution of educational materials by external organizations may be available in specially designated Public Information Areas.

## **PUBLIC INFORMATION AREA**

Branch managers may, at their discretion, designate an interior area or areas as a public information area where materials that conform to the following guidelines may be placed:

- Announcements of public events hosted by government or non-profit agencies.
- Description of services available to the public provided by government and non-profit agencies.
- Pamphlets and Magazines created by government or non-profit agencies that are educational in nature.
- Newspapers and Magazines that provide community news and information of interest to the community at large.
- Materials of organizations that are co-sponsors (through direct financial support) or partners (through provision of in-kind services) for library programs and events.
- Announcements for forums or debates featuring multiple candidates and for town hall meetings with current elected officials. Campaign literature for office seekers or political organizations is prohibited.
- Announcements by religious organizations for events of general community interest.
- Advertising of a strictly commercial nature (i.e. intending to sell a good or service for profit) is prohibited.

Branch Managers (or their designated staff representatives) will make the final determination regarding the acceptance and placement of materials. Materials to be placed must be submitted to library staff for approval. Placement of announcements and literature in the Public Information Areas shall be by the library staff under the direction of the Branch Manager. Items may be discarded at any time.

Placement of materials does not constitute any endorsement by the Chattahoochee Valley Libraries, its Board Members or its staff.

## **DISPLAYS IN MEETING ROOMS**

Groups utilizing the Libraries' meeting rooms may set up short-term displays as a part of their meetings. These displays must be temporary and must be removed at the end of the group's scheduled time. Placement of displays outside of the meeting room may be permitted at the discretion of the Branch Manager or the On Duty Building Supervisor. Use of the Libraries' public meeting rooms is covered under policy MNG4-Facilities Use.