



## **Town of Tonawanda Public Library Distribution Policy**

*The Library accepts printed materials of educational, cultural or civic interest to the community for general distribution. Distribution of materials does not indicate Library endorsement of the ideas, issues or events promoted by those materials.*

***Library materials receive priority for distribution.***

1. Any materials to be considered for distribution must be submitted to Library designee for approval. Materials left without authorization will be discarded.
2. Display and distribution depend on space available for such purposes. The Library reserves the right to limit quantities. The Library may limit the frequency with which materials may be distributed by the same organization. Upon receipt of approved materials, the Library will make a best effort to distribute them within 7 working days.
3. Materials will be removed when they are no longer timely or when space is required for more current items.
4. The Library assumes no responsibility for the preservation or protection of any materials delivered for distribution. Materials will not be returned.

The following will not be accepted for distribution:

- Materials endorsing or opposing the election of any candidate for public office
- Materials endorsing or opposing the adoption of federal, state or local legislation
- Materials promoting commercial products or services

Distribution of community information is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations that generate that information. Failure to comply with this policy may result in denial of distribution privileges.

Adopted May 18, 2006

Amended October 17, 2013 per Res. 2013-37

Adopted by the Town of Tonawanda Public Library Board March 8, 2016

Amended July 9, 2019 by Town of Tonawanda Public Library Board

**Reviewed and approved with no changes by the Town of Tonawanda Public Library Board on November 10, 2020**

**Reviewed and approved with no changes by the Town of Tonawanda Public Library Board on November 9, 2021**

**Reviewed and approved with no changes by the Town of Tonawanda Public Library Board on February 14, 2023**