

AURORA TOWN PUBLIC LIBRARY**Distribution Policy**

The Aurora Town Public Library (ATPL) recognizes its role as a source of community information. It is the policy of the ATPL to accept printed materials of educational, cultural or civic interest to the community. Distribution of materials does not indicate ATPL 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 ATPL management for approval. Materials left without authorization will be discarded.
2. Materials to be distributed must include contact information including a phone number or e-mail address.
3. Display of materials depends on space available for such purposes. The ATPL reserves the right to limit quantities. The volume and frequency with which materials may be distributed by the same organization may be limited.
4. Materials will be removed when they are no longer timely or when space is required for more current items.
5. The ATPL assumes no responsibility for the preservation or protection of any materials delivered for distribution. Materials will not be returned.
6. 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.
7. 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.
8. Failure to comply with this Policy may result in denial of distribution privileges.

Adopted by the Aurora Town Public Library Board October 23, 2012. Amended May 23, 2017.