



Distribution Policy

This policy is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries).

The Newstead Public Library recognizes its role as a source of community information. It is the policy of Newstead Public Library to accept printed materials of educational, cultural or civic interest to the community. Distribution of materials does not indicate Newstead Public Library endorsement of the ideas, issues or events promoted by those materials.

Newstead Public Library materials receive priority for distribution.

1. Any materials to be considered for distribution must be submitted to Newstead Public Library 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. Materials must be separated for each of the libraries they are intended to reach. There are 38 libraries in the Buffalo & Erie County Public Library System – 9 libraries (including the downtown Central Library) in the City of Buffalo, 28 in the communities of Erie County and 1 bookmobile.
4. Upon receipt of approved materials, the Newstead Public Library will make a best effort to distribute them within 7 working days.
5. Display of materials depends on space available for such purposes. The Newstead Public Library reserves the right to limit quantities. The volume and frequency with which materials may be distributed by the same organization may be limited.
6. Materials will be removed when they are no longer timely or when space is required for more current items.

7. The Newstead Public Library assumes no responsibility for the preservation or protection of any materials delivered for distribution. Materials will not be returned.
8. 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.
9. 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.
10. 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.

Amended March 16, 2017 per Res. 2017-9.

Adopted by the Newstead Public Library Board of Trustees on January 9, 2019, per Resolution 2019-1
Reviewed by the Newstead Public Library Board of Trustees on May 8, 2024