



## COMMUNITY POSTING & BROCHURE POLICY

*Approved by the Rochester Public Library Board of Trustees on June 16, 2021.*

Rochester Public Library (RPL) offers space that is accessible, inclusive, and antiracist to display community posters and brochures about social services, recreational, educational, civic, and cultural activities and events. Displayed community materials do not indicate a partnership or an endorsement by RPL.

Guidelines include:

- Consideration for display is based on the order received;
- Free services and single events will be given priority;
- Non-profit services that charge a fee must clearly state cost;
- Materials must include contact information of the organizer, group, or sponsor;
- Quantity of handouts and the display period may be limited;
- Materials will not be returned;
- Materials must be received and displayed by staff;
- Recommended sizes:
  - Posters: 8.5" x 11"
  - Brochures: 8.5" x 3.75"
- As needed, the Library Director will make final decisions.
- Space is not available for: content that could be considered discriminatory or harassing based on a group or individual's protected status; for-profit products or services; garage or estate sales; personals; giveaways; etc.