



SPOKANE PUBLIC LIBRARIES

DOCUMENT #30.6

EFFECTIVE DATE: February 1996 (as a guide), March 2003 (as a policy)

SUBJECT: POLICY ON DISPLAY OF PRINTED MATERIALS

1. GENERAL

- 1.1 As a service to customers, Spokane Public Library regularly makes informational material **regarding events, services, or programs of a cultural or educational nature** from various agencies and organizations available in public display areas. The Library strives to provide this service **within the space limitations of each branch and observing the following guidelines.**

2. GUIDELINES FOR DISPLAY

2.1 First Priority

- Library materials have top priority in display.
- Programs co-sponsored by the Library and another agency or organization will also have priority over non-Library materials.
- Government agency and legally required materials as defined in Spokane Municipal Code 11.02.0530.F.2.
- Programs, sponsored by non-profit or governmental agencies, which support the Library's Mission Statement.

2.1 Second Priority

Prioritization within each branch as to what types and quantities of items will be displayed is a branch decision based on the following criteria:

- Non-profit status. (Profit status of group supersedes venue. For example, Spokane Area Men's Chorus, regardless of where they perform, is a non-profit organization.)
- Relevance. (Local interest, such as local community organizations.)
- Timeliness. (While free publications such as *The Inlander* and *The Local Planet* magazines do contain advertising, they are permissible because of timeliness and relevance.)
- Quality of publication.

Branch Managers have the final say over the type and number of non-profit and community organization posters, fliers and other announcements displayed in the branch.

Branches are encouraged to Weed out-of-date materials frequently to make room for incoming information. While materials may be approved by Communications for distribution to branches, it is ultimately the decision of each branch manager

as to whether or not to display the material with available space being the primary consideration and using the above criteria. All materials must be reviewed and approved by a branch manager prior to posting.