Community Display and Distribution of Materials Policy

The Leach Public Library allows the display and distribution of community information, as space permits, where it is consistent with the library's mission and contributes to the library environment in a positive manner. Community members, organizations, and event planners may submit flyers, brochures, and exhibits (hereafter called displays) using the following guidelines:

- All displays must be approved by the library director prior to set up.
- Displays must be presented in an equitable manner, regardless of the beliefs or affiliations of the person or group requesting space.
- Religious and political displays are allowable for informational purposes only. Materials that proselytize or campaign will not be permitted.
- Displays may not involve sales, advertisements, or promotion of commercial products
- No organization or individual may place a receptacle for the solicitation of funds or other donations in the library or on library property.
- Exhibits and flyers may be displayed for one (1) month, and brochures for as long as they are valid. Library staff will remove expired items. If space becomes limited, library staff may remove older flyers and brochures and discard them.
- Library staff is not responsible for setting up or take down of non-library exhibits. Temporary storage of exhibit materials depends on availability of space and may not be possible.
- The library is not responsible for items that are lost, stolen, or damaged while on display.
- Distribution or display of information by community members does not imply an endorsement of content by the Leach Public Library, its staff, or the Library Board.

Approved March 24, 2022
Reviewed, amended, and adopted by the Leach Public Library Board April 23, 2026