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## Transylvania County Library Policy on Distribution of Free Materials

Items that publicize community organizations and local events further the role of the Transylvania County Library as the central source for civic, cultural, educational and recreational information.

Limited display space in the bulletin board located in the foyer of the library is available for community organizations to disseminate information. Small posters and flyers may be displayed on the bulletin board. Brochures, leaflets, newspapers, and pamphlets may be left on the top of the newspaper display area or in the literature display rack. Items on the bulletin board may be displayed for a maximum of one month. Library staff will remove items that have expired or that have been displayed for one month. Items removed will be discarded; library staff can not return posters and flyers.

Personal, commercial, religious or political material may not be displayed or distributed in the library. Items that may be displayed or distributed include material that provides information about non-profit civic, educational, cultural, or recreational organizations and events.

If space becomes limited, preference will be given to items of a timely nature and to organizations or groups that have not recently distributed items.

All items for posting or distribution must be presented to the Adult Services Librarian for approval. Library staff will date and place items on the bulletin board or in the information rack. Distribution or posting of items by the library does not indicate endorsement of the issues, events or services promoted by those materials.

Items left or posted without approval will be removed and discarded.

Adopted by the Board of Trustees of the Transylvania County Library  
July 14, 1999

**Amended by the Board of Trustees of the Transylvania County Library  
May 15, 2008**