

MANAGEMENT GUIDELINES FOR

MG-OP-08.1

DISTRIBUTION AND POSTING OF FREE MATERIAL

COMMITTEE:	Strategic Leadership Team	PASSED:	March 1998
TOPIC:	Services	AMENDED:	24 September 2015; 20 April 2017, 28 April 2022; 25 September 2025
		REVIEW PERIOD:	Every 10 years or as required.

MANAGEMENT GUIDELINES

Materials may be brought to any NVDPL location for consideration. Branch Coordinators are responsible for delegating appropriate staff to review, post and manage the display of materials.

How long materials are displayed is based on available space and relevance. Materials may be rotated, replaced, or removed at any time.

Materials will not be returned, whether posted or not.

The Library cannot track whether materials have been displayed or picked up by the public.

Materials left for posting without Library approval or deemed unsuitable may be discarded.

Submission does not guarantee posting. We do our best to accommodate requests, but no special priority can be given to individuals or groups. Priority is given to materials for free events. Materials must be related to local services or community activities; unrelated materials will not be posted.

Individuals or Organizations should note:

- We can accept up to 3 copies of posters – one for each “full service” Library location. Extras will be discarded.
- Posters should not be rolled.
- Posters or handouts for events should be submitted at least two weeks before the event date.
- Space is limited. Posters that are letter-sized (8/5” x 11”) or smaller are preferred.