

DISPLAY AND DISTRIBUTION OF COMMUNITY INFORMATIONAL MATERIALS

The Cuyahoga Falls Library provides space for community informational materials. The primary function of display areas at CFL is to promote its resources and programs. When space permits, display areas may be used for the display and passive distribution of items such as handouts, flyers, notices, and posters from local groups engaged in civic, educational, recreational, and cultural activities.

Display or distribution of community informational materials does not constitute the Library's endorsement of any group or content matter.

All materials must comply with this and all other applicable CFL policies. All materials must be reviewed for compliance by Library staff. Materials to be displayed/distributed should be delivered to the Administrative Office. Designated staff will review and place materials determined to be compliant on the community bulletin board, in the community information rack, or elsewhere at the Library's sole discretion. The Library will discard items that do not comply with this policy. When needed, the Library Director shall make the final determination regarding display and distribution of community informational materials.

In order to accommodate as many requests as possible within a limited amount of display areas, only a limited quantity of materials from each group will be accepted. Materials will not be returned once submitted. The Library is not responsible for restocking or saving materials. CFL reserves the rights to limit the time materials are displayed and to remove and discard materials at any time.

Materials that may be permitted for display and distribution as space permits include but are not limited to the following:

- Materials that publicize community events of a civic, cultural, recreational, or educational nature that are open to everyone and presented by local non-commercial groups
- Information of general public interest provided by local governmental agencies
- Local news publications that include substantially more news, information, and editorial content than paid advertisements
- Information about local nonprofit, educational, religious, and community groups
- Nonpartisan election information, such as voter guides

Materials that will not be permitted include but are not limited to the following:

- Commercial advertising, personal or group sales materials, business cards, or any materials printed primarily for the purposes of soliciting members or donations
- Job postings, except for positions within the Library or as part of Library-sponsored programs or services
- Petitions
- Campaign literature for or against a political candidate or ballot issue
- Posters or flyers larger than 11 inches by 17 inches

Signs of any type may not be posted on the Library's entrance doors or placed on Library grounds, except for those sponsored by the Library or a Library-affiliated organization. Should the Library become an election polling location, signs will be permitted on election days as allowed by applicable laws and regulations.

Collecting signatures for petitions, distributing informational materials, and similar activities are welcome outside of the Library. All such activities must follow CFL's Code of Conduct Policy, including not blocking access to entrances or walkways, no soliciting, no disruptive or disorderly conduct, and no harassment of Library patrons or staff. Signature collection, information distribution, and similar activities are not permitted inside the Library, except as part of Library-sponsored programs or services.

Approved by the Cuyahoga Falls Library Board of Trustees, November 19, 2024