

*Santa Clara City Library*

**POLICY FOR POSTING AND DISTRIBUTION  
OF COMMUNITY INFORMATION**

The Santa Clara City Library offers limited space for posting or distributing information of community interest. This policy:

- sets the guidelines used in making decisions regarding requests to use these spaces;
- establishes standards that ensure current, neat, and orderly displays;
- disclaims any endorsement by the Library or the City of the contents of—or the organizations responsible for—posted or displayed materials; and,
- conforms to the Library Bill of Rights, Articles I, II, and VI.<sup>1</sup>

**GUIDELINES**

To be considered for posting or distribution, all materials submitted must meet the criteria outlined below. While every effort will be made to accommodate qualified requests, posting or distribution is subject to space availability. There is no guarantee that submittals meeting these criteria will be displayed, nor will they be returned. Preference in posting will be given to local organizations, activities, and residents.

**Criteria for Materials Posted or Distributed in Library**

1. All material must be submitted to a Library staff member at either the Welcome Desk or the 2<sup>nd</sup> Floor Information Desk at Central Park Library, and at the front desks at Mission Library and Northside Library; items will be routed to the office of the City Librarian or designee for review and authorization for posting or distribution.
2. Authorized materials will be date-stamped and posted by Library staff, only; all other materials will be removed and discarded.
3. Posted items will be limited to single copies, only; at Central Park Library, multiple copies of flyers will be placed in the wall rack in the 1<sup>st</sup> floor copy room and publications will be put on the counter below the Community Information board. At Mission Library, newsletters and multiple copies of other flyers that meet the criteria will be available on a stand located near the front desk, and free community newspapers and magazines will be placed on a shelf close to the Periodicals and Large Print collections. At Northside, newsletters and multiple copies of other flyers that meet the criteria will be available on the counter directly in front of the bulletin board as space allows.
4. Posted notices must be no smaller than 3” x 5” and no larger than 8.5” x 11” at Central, Mission and Northside Libraries. Due to space limitations, items may not be accepted for posting even if they meet these specifications.
5. All notices must be neatly typed or typeset; handwritten notices will not be accepted.
6. Name and contact information of sponsoring person or organization must be clearly visible.
7. Posting generally is done once a week.

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<sup>1</sup> Library Bill of Rights, Article I: “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” Article II: “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Article VI: Exhibit space should be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

8. Each posted item will be removed and discarded no more than 21 days after the stamped date; due to limited space, it may be necessary to discard older items to enable posting of new items. All items having specific event date(s) will be removed after the event date.
9. Those wishing to replenish supplies of flyers or publications previously accepted for distribution must submit additional copies to a staff person at either the Welcome Desk or the Parkside Service Desk at Central Park Library, and at the front desks at Mission Library and Northside Library; any materials placed directly into the display areas will be discarded.

### **Notice**

The following notice will appear on the first floor Community Information board at Central Park Library, on the Community Bulletin Board at the Mission Library, and on the Community Bulletin Board at the Northside Library:

*This space is for the display and/or distribution of community information that has been submitted to—and accepted by--the Library. Materials placed here must comply with the Policy for Posting and Distribution of Community Information (available at all public service desks). Items shall be displayed as space permits for no more than 21 days.*

*The posting or distribution of materials does not constitute endorsement by either the Library or the City of Santa Clara.*

## **CENTRAL PARK LIBRARY**

### **I. First Floor Elevator Lobby**

On the first floor of the Library, adjacent to the elevator, is an area designed for the posting and distribution of community information in the following categories:

1. information about non-profit and/or public SERVICES
2. notices of upcoming EVENTS sponsored by area organizations
3. CLASSIFIED notices of goods and services available or needed.

The types of material accepted for posting or distribution, in priority order, are:

- a. Library program information;
- b. Announcements of educational, cultural, intellectual or charitable activities;
- c. Information about educational or career opportunities or services;
- d. Nonprofit organization information or service announcements;
- e. Announcements of fundraising projects of private or commercial organizations;
- f. Personal notices offering / requesting services (e.g., tutoring, childcare, pet-sitting, gardening, etc.);
- g. Personal notices offering / requesting property or goods for sale;
- h. Course catalogs, free community newspapers (Metro), etc.

### **II. First Floor Photocopy Room**

A wall-mounted acrylic rack is available in the copy room on the first floor for the distribution of multiple copies of flyers, brochures, etc., which must conform to the material types and procedures outlined herein.

### **III. Second Floor Photocopy Room**

The posting space in this area is reserved for the display of official Library, City, or other governmental information, and is not available for public posting. Materials posted here include:

- Board of Library Trustees' agendas
- City of Santa Clara information/announcements
- Official postings of other governmental jurisdictions.

### **MISSION LIBRARY**

Adjacent to the copier in the library, is an area designed for the posting and distribution of community information in the following categories:

1. information about non-profit and/or public SERVICES
2. notices of upcoming EVENTS sponsored by area organizations
3. CLASSIFIED notices of goods and services available or needed.

The types of material accepted for posting or distribution, in priority order, are:

- a. Library program information;
- b. Board of Library Trustees' agendas
- c. City of Santa Clara information/announcements
- d. Official postings of other governmental jurisdictions.
- e. Announcements of educational, cultural, intellectual or charitable activities;
- f. Information about educational or career opportunities or services;
- g. Nonprofit organization information or service announcements;
- h. Announcements of fundraising projects of private or commercial organizations;
- i. Personal notices offering / requesting services (e.g., tutoring, childcare, pet-sitting, gardening, etc.);
- j. Personal notices offering / requesting property or goods for sale.

### **NORTHSIDE LIBRARY**

On the right side of the Library foyer adjacent to the restrooms in an area designated for the posting of community information in the following categories:

1. information about non-profit and/or public SERVICES
2. notices of upcoming EVENTS sponsored by area organizations
3. CLASSIFIED notices of goods and services available or needed.

The types of material accepted for posting or distribution, in priority order, are:

- a. Library program information;
- b. Board of Library Trustees' agendas
- c. City of Santa Clara information/announcements
- d. Official postings of other governmental jurisdictions.
- e. Announcements of educational, cultural, intellectual or charitable activities;
- f. Information about educational or career opportunities or services;
- g. Nonprofit organization information or service announcements;
- h. Announcements of fundraising projects of private or commercial organizations;

- i. Personal notices offering / requesting services (e.g., tutoring, childcare, pet-sitting, gardening, etc.);
- j. Personal notices offering / requesting property or goods for sale.

*Questions related to posting or distributing information in the Library  
should be directed to the City Librarian or designee,  
Monday – Friday during regular business hours, 1-408-615-2930*

Approved by the Board of Library Trustees,  
10/6/03

Revised & approved by the Board of Library Trustees  
6/5/05  
8/1/11  
11/2/15