

## **Public Literature Handouts Policy**

### **Purpose**

The purpose of providing space for public literature pamphlets, newsletters, and other materials at the Crystal Lake Public Library is to promote public awareness of information provided by not-for-profit, charitable, or government supported agencies and organizations. Public literature handouts shall be of a civic, cultural, educational, recreational or informational nature and may promote programs or events which are available and open to the public at large.

### **Content Disclaimer**

The Crystal Lake Public Library does not evaluate the beliefs or purposes of the sponsoring parties, and providing space for distribution of public literature does not imply endorsement by the Library of any group, their ideas, or programs.

### **Available Space Limited**

Public literature is received, approved for display, and placed in an appropriate location by Library Staff, on a first-come, first-served basis. The Crystal Lake Public Library reserves the right to remove and discard materials when space is not available in designated locations, and/or the literature has been displayed for more than 30 days. Staff may discard items not approved for display and excess copies of any items received.