

DALY CITY PUBLIC LIBRARY POLICY: Public Postings

The Daly City Public Library, in keeping with its role as a source for community information and at its sole discretion, may provide bulletin boards, binders, clipboards, racks, or other designated space for public postings or passive distribution of informational materials.

1. Priority

Acceptance and posting of material is subject to availability of space. The Library will display or distribute materials in the following priority:

1. Recreation, Library and Library-related or sponsored activities and programs,
2. City of Daly City official publications,
3. Neighboring libraries' programs,
4. Information about other government programs and services,
5. Information from local schools and not-for-profit organizations engaged in educational, cultural, intellectual, charitable or community activities.

2. Content of postings

The content of postings and material for distribution must be consistent with the Library's mission and policies. All materials must be submitted to Library staff for approval; any materials left without approval shall be discarded.

Because it is not consistent with passive distribution, materials such as petitions, surveys, donation boxes, and any collection of personal information are prohibited.

The Library will not accept for display or distribution any commercial, personal, political, religious, or profit-making information. This includes rental advertisements, materials advertising or promoting businesses, including personal services such as child care and tutoring, and periodical publications that serve primarily as sales tools (advertisements).

3. Process

All notices must be submitted to Library staff for approval. Only Library staff will post items or place materials for distribution. No items may be posted or left for distribution without prior approval; any materials left without approval shall be discarded.

The Library, in order to keep a current and uncluttered selection of public postings, reserves the right to determine where and for how long materials will be posted or available for distribution.

The Library is not responsible for the maintenance or return of any material.