

# **Pasco County Library System Policy Manual**

**Section:**                   **Public Services**

**Policy Title:**           **Public Literature Policy**

**Effective Date:**       **October 2004**

**Revised:**               **July 2008**

## **Philosophy:**

The Pasco County Libraries System serves the information needs of the community by providing sources of information and assistance in locating information. In its role as a center for community information, the library provides space for various kinds of free literature. Display of such literature does not indicate endorsement of any cause or activity by the library, the County government, or the Board of County Commissioners.

## **Statement of Policy:**

Notices must meet what is generally known as “standards acceptable to the community” in the language, appearance and content of the notice.

The library reserves the right to designate specific places, i.e., bulletin boards, a table, etc, where public notices/free materials must be placed. The library reserves the right to dispose of materials that have been posted if they are outdated or if space constraints make it necessary to do so.

The public notices/free materials may be accessible to the general public and could be removed or altered by a member of the public. It is not the Library staff’s responsibility to “guard” these materials or to keep track of quantities or availability of these materials.

General interest announcements are posted for no more than thirty (30) days. Notices advertising dated activities are removed as soon as the event is over.

Promotional items for specific ideas, causes, products, services, etc., may be displayed, as space permits, only at designated areas.

**Violation of Policy:**

Materials that do not conform to this policy will be removed and discarded.