

CUSTOMER POLICIES

FREE MATERIALS AND COMMUNITY INFORMATION

Board Policy:

DATE REVIEWED: 01/26/2023

DATE APPROVED: 01/26/2023

EFFECTIVE DATE: 03/01/2023

REPLACING POLICY EFFECTIVE: 11/07/2014

Columbus Metropolitan Library (CML) provides space in its facilities, at the discretion of CML administration, when and where available, for the distribution of community information. Such materials should be associated with non-profit organizations and community interests. As a service to the electorate, CML provides space for voter education materials. CML does not provide space for personal or commercial notices designed to promote the sale of a product or service.

Materials fitting the above criteria will not be excluded because of the background or views of their author(s).

Administrative Procedure:

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- A. Library locations have limited space in which to distribute these materials and therefore reserve the right to determine the quantity and length of time materials are made available. Preference will be given to materials promoting CML or CML co-sponsored events, programs and services. All material removed from the distribution area will be discarded. Items that do not meet the criteria will be discarded.
- B. CML reserves the right to determine the location of the materials for distribution within CML. This may include, at the discretion of CML administration, a determination that no suitable location for free materials and community information distribution exists in a specific branch.
- C. Individuals and organizations who would like to distribute materials to CML locations for posting can access instructions at columbuslibrary.org via the Distribution Procedure. Label templates for distribution are also provided. Acceptance of materials for distribution does not guarantee that they will be displayed in any or all locations.
- D. Materials must identify the contact person and/or organization from which additional information may be obtained.

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- E. Events advertised must be timely in nature; generally, not more than two months in advance of the event.
- F. CML staff are not responsible for monitoring or restocking materials.
- G. Voter Education Materials:
 - 1. Campaign materials will be made available in locations no more than four weeks prior to the election. Candidates wishing to submit materials for distribution at CML locations can access instructions at columbuslibrary.org via the Distribution Procedure. Label templates for distribution are also provided.
 - 2. Political materials will be distributed and posted with the understanding that any opposing viewpoints will be given the same opportunity.
- H. CML will not remove or shield materials for distribution due to controversial content or images. Individuals questioning material in CML may ask library staff about such material. The staff person in charge of the location at the time will discuss these concerns and give the customer a copy of this policy. Individuals may formally request reconsideration of distribution of such material by submitting a written Library Material Review Request via columbuslibrary.org or the paper form available at all locations.
- I. When a request is received, the administration will provide a response. Any appeals to this response will be referred to CML board, with an administrative recommendation for disposition. The final responsibility for removal of such materials resides with the Board of Trustees.

Related Policies/Forms:

- Access to Library Materials and Services
- Exhibits
- Materials Selection
- Petitions, Surveys and Solicitations
- Programs