

Distribution Procedure

Want us to post your materials at our libraries?

First, answer yes to these two questions:

1. Are you a nonprofit organization?
2. Does your material provide valuable information to the community?

If you answered yes, this is what you need to do:

1. Package your materials in plain envelopes or boxes that will close and cover the contents. Materials not packaged this way will be discarded.
2. Use the labels template linked on our website to place location names on the envelopes or boxes. Materials not labeled properly will be discarded.
3. Drop off envelopes or boxes between 9 a.m. and 4 p.m., Monday through Friday, excluding holidays, at Loading Docks 5 or 6 at the Columbus Metropolitan Library Operations Center, 400 W. Johnstown Rd., Gahanna, OH 43230
4. Materials will be distributed to locations within two working days.

Details you need to know:

- **Acceptance of your materials at the Operations Center does not guarantee that they will be displayed in any or all locations.** Space for display of materials is limited. Each location manager makes decisions as to whether information is posted, and when it is posted, distributed and removed in their branch.

Priority is given based on the following criteria, in order of importance:

- Events co-sponsored by the library
- Local community information, often specific to the neighborhood of their location
- Citywide community information
- We have 23 locations including Main Library.
- We can distribute up to 25 pieces and one poster per branch and 50 pieces and one poster for Main Library.
- We do not monitor or restock supplies of these materials.

Call 614-645-2275 if you have questions. Thank you.