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Bulletin Board and Passive Materials Distribution Policy

Safety Harbor Public Library provides a bulletin board and an assigned area for passive distribution of brochures and information for the public. The bulletin board and distribution space is designed and intended to aid and supplement the activities of the Library and the City of Safety Harbor, giving these items first priority.

Bulletin Board

The Library bulletin board is used for posting notices concerning:

- **Library Business and Activities**
- **Government: local, county, state, federal**
- **Public service items of educational or cultural interest to the community**

Members of the public are not permitted to post materials without authorization from Library administration or designated staff. Materials must be left for review with staff. An immediate decision for inclusion is not possible. The sponsoring agency's name, address, phone number, and the representative's name must be included on the back of each item left for approval. The agency will be notified of the library's decision and the item be posted if approved.

Acceptance of materials by the Library does not necessarily reflect the viewpoints or endorsement of the Library.

Materials should not exceed one page, 8 ½" x 14" in size, to allow for maximization of space.

The Library does not accept responsibility for lost or damaged items. Notices may be removed by library staff after two weeks or when space is required.

Failure to comply with these rules may result in forfeiture of future posting.

Passive Materials Distribution

Passive distribution means leaving pamphlets, newsletters, newspapers, brochures, or other materials for Library customers to view and/or take with them, if they choose. It does not include a verbal or visual sign encouraging patrons to take the materials.

The Library makes available one browsing area of shelves for handouts with the intent to increase public awareness of the range of information of interest to the local community. Space is limited to a first-come, first-served basis with items of local interest taking precedence.

Display and distribution do not constitute endorsement by the Library or the City of Safety Harbor. All materials must be evaluated for compliance with the previous guidelines and approved for distribution. Unauthorized material will be discarded.

Prohibitions

The Library is not intended to be a forum for the support or opposition of political candidates or ballot measures and will not accept political campaign materials. Official election materials from the Supervisor of Elections are accepted.

Materials of a purely commercial nature, commercial notices and handouts, including real estate, cars, items, or services for sale, are not accepted. Personal ads, campaign literature, babysitting, and garage sale notices are not accepted.

The Library reserves the right to establish and amend further policies for both the Library bulletin board and passive materials distribution in the public forum areas.