

804 Free Materials Distribution Policy

See also related policy: **601 Collection Development Policy**

804.1

The purpose of the Library's Free Materials Distribution Policy is to make space available for newspapers, magazines, pamphlets, forms, and other informational materials from local organizations and governmental agencies. Materials distributed will focus on information about local organizations, events, performances or cultural offerings; Iowa City and surrounding areas; tourism; public facilities; and current issues as well as frequently requested forms from local, state, or federal governmental agencies. Relevant information about services and activities are distributed at Library service points, as space allows.

804.2

All items must be reviewed and displayed by Library staff. Name and contact information for the organization preparing the material must be listed.

804.3

The Library will distribute announcements of cultural, educational, or recreational commercial events or services where the commercial advertising content is incidental to the informational value of its publication.

804.4

An emphasis will be placed on materials from or about Johnson County. The Library reserves the right to select items to be distributed and may reject otherwise qualified items due to limitations of space and lack of general interest. Materials may be stored and distributed at a later date if the materials are not time sensitive. In general, the Library will not purchase materials to distribute for free. If purchased, items must follow standard materials selection procedures.

804.5

The Library does not guarantee permanent space to any single publication.

804.6

The Library cannot assure the continued supply of any free materials.

804.7

Distribution of material does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of the statements made in such materials.

| | | | |
|--------------------|---------------------|---------------------|---------------------|
| Adopted: 8/28/1975 | Revised: 1/23/1986 | Revised: 12/15/1988 | Revised: 1/24/1991 |
| Revised: 6/25/1992 | Revised: 11/16/1995 | Revised: 12/16/1999 | Revised: 11/6/2002 |
| Revised: 9/7/2005 | Revised: 10/27/2005 | Revised: 2/26/2009 | Revised: 2/23/2012 |
| Revised: 4/23/2015 | Revised: 4/26/2018 | Revised: 4/12/2021 | Revised: 10/26/2023 |