



The City Library

THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM

# Public Posting Guidelines

*This document summarizes The City Library's systemwide policy and guidelines for posting printed materials from the public, DIS2.1.*

## **In order to be posted, items must adhere to the following criteria:**

- be of notable interest to the community
- relate to or complement a library program, partnership, or strategic plan outcome
- highlight or stimulate use of library resources
- avoid distraction from the library's aesthetic experience in a significant way

## **The City Library will not post the following:**

- advertising for profit-making or fundraising affairs, unless the event is of recognized cultural or educational interest to the community
- advertising or promotional materials of a profit-making commercial entity or sale of items
- election or campaign materials promoting a specific candidate, issue, or party
- obscene materials
- legal notices, such as trustee sales
- employment, military, or research recruitment materials

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The City Library reserves the right to limit the number of printed materials distributed or posted for a single event, on a specific topic, or deny posting due to space constraints.

Flyers, brochures, and posters are approved by the Communications or Department/Branch Manager. Items larger than posters (banners or large objects) must be reviewed by the Department Manager, Communications Manager, and Associate Director before installation.

Materials not accepted for posting will be discarded by library staff. The City Library assumes no responsibility for public materials and will not return the materials to the owner. City Library staff will not notify patrons about whether their item has been posted.

No notice will be posted for longer than two months.

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