

## Displays and Distribution of Non-Library Materials Policy

### Policy Statement

As an educational and cultural institution and as part of its public service, the Rochester Hills Public Library (RHPL) provides designated areas for displays, handouts, announcements of interest and petitioning.

---

### Regulations

#### 1. General

- A. The library, individuals, other nonprofit organizations, community groups or governmental agencies may provide materials.
- B. Displays, handouts and announcements must be approved by the library director or appointed designee(s) before being set up or posted.

#### 2. Displays and Exhibits

- A. The library retains priority rights to all display space for library purposes.
- B. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
- C. Displays must support the mission of the library and not cause disruption of the regular flow of library work and service.
- D. The library may limit the size of the display, number of items, schedule and the frequency an individual or group has a display.
- E. Setup and removal of displays during regular library hours are the responsibility of the owner.
- F. The library assumes no liability in the event of damage, destruction or theft of a display.
- G. A sign stating the sponsorship of the display may be included. Values of displayed items shall not be included.

#### 3. Handouts and Announcements

- A. Distribution or posting of materials by the library does not indicate the library's endorsement of the issue or events promoted by those materials.
- B. Unapproved materials will be disposed of at the library's discretion.

**Displays and Distribution of Non-Library Materials Policy**

- C. The library and Friends of RHPL retain priority rights to space for handouts and announcements. Materials from other eligible organizations will be posted by library staff as space permits and may be removed at any time.
4. Petitioning -The library allows petitioning, distribution of non-commercial literature or leaflets and canvassing or similar types of appeals by members of the public on the sidewalks; however, not under either of the library's porticos. This activity must not interfere with building or parking lot ingress or egress or interfere with customers' rights to be free from such activity.
5. Sales and Fundraising -The library does not allow panhandling or the sale or promotion of goods, services or fundraising events by members of the public in the library building, on the grounds or in the parking lot. The only merchandising activities permitted are library or Friends of RHPL-sponsored sales or activities approved by the library director.

---

Approved: October 13, 2008; Revised 2012, Revised February 10, 2014  
Rochester Hills Public Library Board of Trustees