

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Administration 105	Issue Date: 03/01/2005
Promotional Material Guidelines	Revision Date: 02/01/2017

Mission:

The purpose of promoting events at the Cozby Library and Community Commons is to:

- Promote and support the educational, cultural, recreational, and informational mission of the library.
- Promote and support the Coppel City Council, City Boards and Commissions, and City Departments.
- Provide opportunities, as space permits, for distributing information and/or announcements of an educational, cultural, informational, or religious nature from non-profit organizations that are targeted to the Coppel community.

To ensure its fair and orderly use, the following guidelines apply to non-profit organizations that wish to distribute information. The library, Friends of the Coppel Library, and the City of Coppel are largely exempt from these guidelines.

General:

1. Materials falling under these guidelines may only be retained for distribution in designated areas.
2. Opportunities to distribute information and announcements may be made available to:
 - Non-profit organizations (see above),
 - Governmental, tax-supported units serving City of Coppel residents,
 - City of Coppel Home Owners' Associations on file in the Planning and/or City Secretary's Departments.
3. Distribution of information and announcements does not constitute or imply endorsement of any group, its policies, or activities by the City of Coppel or by the library.
4. Items distributed must fit in the space allowed. Brochures should be sized no larger than 4" x 9" and fliers sized no larger than 9" x 12".
5. Only materials pertinent to library operations, hours, or activities will be posted on the library doors and/or windows.
6. Permission to distribute will not be granted to:
 - Anonymous notices or those that do not clearly indicate the identification of the individual, group, or agency involved.
 - Announcements and/or advertisements of a commercial or personal nature, such as want ads, lost & found notices, or business opportunities.
 - Materials that promote and/or oppose political candidates, parties, or advocacy of issues pertaining to a public election ballot.
 - Newspapers and magazines

7. The library does not permit petitioning, soliciting, or distributing literature and/or leaflets, or similar types of appeals by members of the public within the library building. Materials asking library patrons to sign a petition or letter are not permitted. Boxes and/or receptacles, which solicit donations, are also not permitted unless sponsored by the Library or the City of Coppel.
8. The library assumes no responsibility for preservation or protection of materials.

Removal of Materials:

1. Designated library staff are responsible for removal of materials. Materials will be discarded; they will not be returned to the individual or agency.
2. Materials will be removed:
 - If they do not follow the guidelines for distribution listed above,
 - If tattered, worn, or in otherwise poor condition,
 - After 30 days or the date of the event, whichever comes first.
 - As space requires
3. Materials may be removed at any time at the discretion of the library staff. The staff reserves the right to limit size and/or quantity of items as well as the frequency of display.
4. Library staff will check the designated areas on an ongoing basis to ensure that materials are removed in a timely and appropriate manner.