



LIBRARY SERVICES

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**CITY OF MOUNTAIN VIEW LIBRARY  
COMMUNITY INFORMATION POSTING POLICY**

PURPOSE

The City of Mountain View Public Library provides a limited amount of public board and bin space in the Library for flyers, brochures, and other printed information for display community events and activities.

POLICY

A. Information Areas Reserved for Use by the City of Mountain View Public Library:

Specific information areas, digital message boards, and display bins are for the exclusive use of the Library and the City of Mountain View to post and distribute materials about Library services and events, information about City services, agendas and minutes of public meetings, and public service announcements from governmental entities such as the City of Mountain View and local, state, and federal government agencies.

B. Other Information and Distribution Areas:

Other information and distribution areas are provided as a source of community information. Because of space limitations, the Library must set limits and priorities for display and distribution of printed materials. Acceptance of materials may be restricted due to available space.

Information and Distribution areas may be used for:

- Information from government agencies
- Not-for-profit groups that provide community services
- Announcements of forthcoming local cultural, social or entertainment activities of interest to the community.

The following are not permitted:

- Items that advertise, sell, solicit or promote commercial products or services
- Political campaign literature other than official election information
- Personal notices or communications
- Giveaway materials that advertise services that are for personal profit or use or personal messages
- Bins or wire racks for displaying materials

#### PROCESS FOR SUBMITTING PROPOSED MATERIALS

- Proposed materials are accepted at all public service desks in the Library.
- Materials approved for display will be stamped with “Approved for Posting” stamp, and posted by Library staff.
- Postings and materials received but not approved will not be returned to the owner and discarded. The owner will not be informed if the material submitted for posting was not approved.
- Unapproved postings and materials will be removed.
- Items will be removed from the information and distribution areas as they become dated or after thirty days or due to space limitations and will not be returned.

Posting of an item does not imply endorsement by the Mountain View Public Library or the City of Mountain View of the viewpoints expressed in it.

Adopted by the Library Board of Trustees: February 28, 2005

Revised: August 19, 2013

Revised: December 17, 2018

Revised: May 20, 2019

Revised: December 7, 2020

~~LIB/Bulletin Boards and Community Information Areas Policy~~