

# **Mesa Public Library Public Bulletin Board and Literature Rack/Bin Display Policy**



- The City of Mesa Library welcomes the opportunity for government funded agencies and educational institutions to use its bulletin boards and literature racks free of charge.
- Branch Coordinators must approve all items before posting. As on-the-spot approval is not always possible; it may be necessary for the requesting agency/institution to leave postings/brochures (with phone numbers for contact) for consideration.
- Unless previous arrangements have been made, only Library staff will display postings, brochures, and/or publications.
- The Library will not store back stock or reserve materials for display. Delivered display materials left in doorways, on countertops or foyers before library hours without prior arrangement will be discarded.
- All material submitted for display becomes the property of the Library. Decisions regarding the display, return or disposal of material is solely at the Library's discretion.