



Distribution Policy

This policy is for application to the Lackawanna Public Library

The Lackawanna Public Library (LPL) recognizes its role as a source of community information. It is the policy of LPL to accept printed materials of educational, cultural or civic interest to the community. Distribution of materials does not indicate LPL endorsement of the ideas, issues or events promoted by those materials. LPL materials receive priority for distribution.

1. Any materials to be considered for distribution must be submitted to LPL for approval. Materials left without authorization will be discarded.
2. Materials to be distributed must include contact information including a phone number or e-mail address.
3. Upon receipt of approved materials, the LPL will make a best effort to distribute them within 7 working days.
5. Display of materials depends on space available for such purposes. The LPL reserves the right to limit quantities. The volume and frequency with which materials may be distributed by the same organization may be limited.
6. Materials will be removed when they are no longer timely or when space is required for more current items.
7. The LPL assumes no responsibility for the preservation or protection of any materials delivered for distribution. Materials will not be returned.
8. The following will not be accepted for distribution:
 - Materials endorsing or opposing the election of any candidate for public office;
 - Materials endorsing or opposing the adoption of federal, state or local legislation;
 - Materials promoting commercial products or services.
9. Distribution of community information is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations of the organizations that generate that information.

10. Failure to comply with this Policy may result in denial of distribution privileges.

Adopted February 26, 2020