

Public Notices and Non-Library Materials

Policy

As a source of information for the community, the Library may allow organizations engaged in educational, cultural, intellectual, or charitable activities to display printed materials of local interest or benefit to Irving residents in designated areas of the Library as space allows.

The following regulations will be followed by Library staff to allow fair and equitable handling of requests for displaying, distributing, or posting materials.

- Permission to display, distribute or post materials inside or outside the Library must be granted by the Branch/Division Manager or his/her designee. Materials left without this approval will be discarded without notification.
- The Library reserves the right to refuse to display, distribute, or post any material, and the decision of the Library in this regard is final.
- Postings about Library services, events, and activities and displays of Library materials are given priority over non-library materials.
- Notices/posters that display charges or fees for an event may be accepted if sponsored by an organization which can prove a non-profit, tax-exempt status.
- The Library is not responsible for loss of or damage to materials left for distribution or posting.
- Postings or notices promoting an event will be displayed no earlier than 30 days prior to the event and will be removed and discarded immediately after the date of the event. No attempt will be made to contact the sponsoring organization.
- Permission from the Library to display, distribute, or post materials does not imply advocacy, endorsement, or co-sponsorship by the Irving Public Library or the City of Irving.
- Materials the Library will consider for display, distribution, or posting must be printed and legible.

Materials the Library will **not** display, distribute or post include, but are not limited to:

- Materials of a commercial nature
- Materials of a personal nature
- Petitions
- Solicitations of funds for any purpose except for the direct benefit of the Library or the Friends of the Library.
- Materials advocating the election or defeat of a candidate for public office.
- Materials advocating a vote for or against any proposition, political or otherwise.

[See Also in the Appendix](#)

User-Initiated Exhibits, Displays and Bulletin Boards 2019