

Berkley Public Library

Community Postings & Handouts Policy

As part of its public service, the Berkley Public Library provides designated areas for community postings and handouts. The purpose of these areas is to promote non-profit civic, educational, cultural, and community programs in Berkley and neighboring communities.

All materials displayed or left at the library are subject to the following conditions:

- Any request for posting or handout will be given to the library director or designee(s) for review and approval prior to display. The review process will be completed within three business days, and will be focused on ensuring that the posting or handout is consistent with the community-oriented purpose of this policy, and otherwise complies with this policy. Unapproved materials will be discarded.
- Date sensitive items will be posted for 30 days prior to the earliest date indicated on the item and will be removed and discarded after the latest date has passed so long as space permits.
- Items that are not date sensitive will be made available for no more than 90 days.
- Information about non-profit civic, educational, cultural, and community programs or events may be displayed. No business advertising will be posted or displayed.
- Priority for limited space shall be given to Berkley-specific community services, events, and information. Information about neighboring communities will be displayed or made available on a first-come, first-served basis when space allows.
- Materials will be discarded after being on display or available at the library.

Distribution and posting of information does not imply endorsement or recommendation by the library. The library director or designee(s) reserve the right to refuse or remove any posting or handout which does not comply with these guidelines. Non-compliant or out of date materials will be disposed of and not held for return.

The library reserves the right to determine that a proposed posting meets the guidelines of this policy and to decide the appropriate placement for postings and literature to be distributed.

Adopted March 18, 2026