



## DISTRIBUTIONS & POSTINGS POLICY

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The Library Director or designee will review materials to be posted in designated areas and/or distributed from the Library and reserves the right to limit quantities as space is limited. Priority for limited space shall be given to Novi community services, events and information.

Materials will be accepted and posted no earlier than four (4) weeks prior to the event. The Library Director or designee has exclusive authority to determine how long the materials will be posted.

Distribution and posting of materials is available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting use. Distribution and posting of information does not necessarily imply endorsement or recommendation by the Library.

The Library will not print emailed promotions; they must be printed and delivered or mailed by the requestor. The Library will not post information to its website, social media or library email listservs. Flyers for non-Library-sponsored meeting room rentals will not be posted.

### **Materials accepted for distribution and/or posting MUST be:**

- Consistent with the Library's current Mission, Vision and Values statements
- Civic, educational, cultural or recreational in nature
- For non-profit, non-commercial organizations
- For activities that have relevance to the continuing education and/or cultural enlightenment of the community from groups outside the community (for example, information on museums, symphony orchestras, university continuing education courses for credit and other related groups)
- Limited to one posting per sponsor at a time and must contain the name of the sponsor
- Single-sided posters and flyers between 8.5" x 11" and 18" x 24"
- In support of the City of Novi and local school districts that serve residents in the City of Novi

The Library Director or designee reserves the right to refuse or remove any display, notice 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 Non-compliant or out-of-date materials will be disposed of and not held for return.

Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.

The Library does not permit petitions, solicitations, distribution of leaflets or similar types of appeals in the distribution area.

Any person may appeal the Library Director or designee's decision by sending an appeal in writing to the President of the Library Board of Trustees within ten (10) business days. The decision of the Board is final.

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**Approved by the Novi Public Library Board of Trustees:** February 1, 1997

**Amended:** May 1, 2010; June 22, 2017; June 24, 2021 (Renamed); June 11, 2026

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