

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Melissa Kelly, Support Services Coordinator
Re: Public Give Away Policy

At the April 1, 2013 Board of Library Trustees meeting, Chairperson Johnson-Tucker asked for a report on the Public Give Away policy. The following policy was approved by the Library Board in April 2005 and is currently posted on the Library's website.

Public Give Away Policy

The purpose of this policy is to establish standards concerning the use of the areas officially designated as public "give-away" shelves at the Newport Beach Public Central Library and, to the extent established, any similar shelves in any Library branch.

The Newport Beach Public Library makes available "give-away" shelves for the purpose of making available to Library customers free materials provided by various governmental agencies.

The following are the guidelines established by the Library Trustees for the use of these shelves:

- A. The materials to be given away must be in brochure, pamphlet, flyer and/or business card formats, and must not exceed 8.5" x 14" in size.
- B. The materials must be provided by an agency of the City of Newport Beach, the County of Orange, the State of California or the United States government. No materials provided by any non-governmental agency will be permitted on the "give-away" shelves.
- C. The provider of the materials is responsible for placing the materials on the "give-away" shelves and removing all of its out-dated material. The provider may furnish any display holder it desires for its materials so long as the display holder is of an appropriate size, shape and material.
- D. The Library is not responsible for the damage, theft or loss of any materials or display holders.
- E. Other than materials provided by the City of Newport Beach or the Library, no materials intended to be given to or seen by the public may be placed by any person or entity in any lobby area, other shelves, desks or tables, or anywhere else in any of the Libraries.
- F. Library staff has the right to remove and dispose of any materials that fail to meet these standards in any way.

Adopted - April 19th, 2005

Last Updated - April 25th, 2005

In the City Hall employee manual the policy regarding posting notices reads as follows:

Display Areas

Each bay also has two end caps which have interchangeable units for brochure display, shelf display, and storage. This space is intended for departmental use to display City of Newport Beach public program brochures, educational materials, achievements, awards and general storage.