

**Geauga County Public Library
Operating Policy Manual**

SECTION: DISPLAYING COMMUNITY MATERIALS
NUMBER: 965
EFFECTIVE DATE: FEBRUARY 21, 2024

Geauga County Public Library (GCPL) maintains designated areas in its branches for the passive display of community information materials presented by non-commercial groups* located in Geauga County and Northeastern Ohio.

The display of community information materials does not constitute endorsement by Geauga County Public Library.

The primary function of display areas at the library is to promote the library's resources and programs. Priority will be given to library programs, events, and services, the Geauga County Library Foundation and Friends of the Library groups, and information shared by government entities.

Non-commercial groups that would like to display materials at any GCPL location must receive authorization from the respective Branch Manager. The name and contact information for each Branch Manager can be found on the library's website. Individuals shall not post or leave materials in the display area. Unauthorized materials will be discarded.

Community information materials may be removed from the designated area when space is limited at the discretion of the Branch Manager or their designee. The quantity of materials displayed at branch locations is at the discretion of the Branch Manager.

Permitted Materials:

- Materials that publicize a specific event of a civic, cultural, recreational, or educational nature that is welcoming to all individuals and groups and presented by non-commercial groups located in Geauga County and Northeast Ohio.
- Information of public interest provided by governmental agencies with jurisdiction in Geauga County.
- Locally oriented newspapers/magazines available for free distribution will be accepted as space permits.

Prohibited Materials:

- Commercial advertising, personal or group sales materials, business cards or any materials printed mainly for soliciting members or donations.
- Campaign literature for or against a political candidate or ballot issue. Consult Operating Policy #960, Distribution and Display of Campaign Literature, for rules guiding the distribution of campaign materials.
- Any materials which violate the GCPL's Behavior and Conduct in the Library Operating Policy #951.

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*Non-commercial groups are those not intended to make a profit. This includes non-profit organizations, government entities, educational institutions, religious and community groups.

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