

Kelso Public Library

Policy No. 905

Free Materials Distribution Policy

Purpose of the Free Materials Distribution Policy

905.1 The purpose of the Library's Free Materials Distribution Policy is to make space available for newspapers, magazines, pamphlets, forms, and other informational materials from local organizations, groups, and governmental agencies. Materials will focus on information about local organizations, events, performances, or cultural offerings. Materials may also focus on Cowlitz County, tourism, public facilities, and current issues as well as frequently requested forms from local, state, or federal governmental agencies. Information about activities for children, parents, and caregivers are distributed in the Youth Services area, as space allows.

Policies

- 905.2 All materials must be reviewed and displayed by Library staff.
- 905.3 The name and contact information for the organization, group, or agency preparing the material must be listed on the material.
- 905.4 The Library will distribute announcements of cultural, educational, recreational commercial events or services where the commercial advertising content is incidental to the informational value of its publication.
- 905.5 Emphasis will be placed on materials from or about Cowlitz County.
- 905.6 The Library reserves the right to select items to be distributed and may reject otherwise qualified items due to limitations of space and lack of general interest.
- 905.7 Materials may be stored and distributed at a later date if the materials are not time sensitive.
- 905.8 In general, the Library will not purchase materials to distribute for free. If purchased, items must follow standard materials selection procedures.
- 905.9 The Library does not guarantee permanent space to any single publication.
- 905.10 The Library cannot assure the continued supply of any free materials.
- 905.11 Distribution of materials does not imply Library or the City of Kelso's endorsement of content, nor will the Library or the City of Kelso accept responsibility for the accuracy of the statements made in such materials.

Signed this 24th day of March, 2025



Andrew Hamilton, City Manager



Erik Moser, Library Director

