

DRAFT – NOT FOR PUBLIC DISTRIBUTION

Hayward Library may display or distribute materials from any individual or group wishing to display and/or distribute information on library property subject to the restrictions specified in this policy. This includes materials from:

- Friends of the Hayward Library;
- Library community partners;
- The City of Hayward, including all agencies, boards and commissions;
- Organizations distributing bulk publications that are free of charge
- Other education or non-profit organizations.

The Library will not display or distribute any material, from any source, that is:

- Contrary to any library policy;
- Contrary to any law;
- Primarily political in nature;
- Primarily devoted to the sale, advertising, solicitation or promotion of commercial products or services;
- Primarily devoted to promoting an event or activity or event that requires a fee to participate in, except as listed below;
- A personal ad;
- An invitation to participate in medical or academic research;
- A survey or contest;
- A petition or pledge form

The Library may only display materials that are commercial, or that promote events or activities with a fee:

- From Hayward Library;
- From the Friends of Hayward Library;
- For events, programs or services directly delivered by the City of Hayward;
- From community organizations with established partnerships or collaboration with Hayward Library.

Because space is limited, it may not be possible to display all materials that are acceptable under this policy at a given time. Priority is given to display or distribute materials from the Hayward Library, Friends of Hayward Library, and City of Hayward.

All materials must be in a suitable format for display. Hayward Library reserves the right to refuse materials that are unsuitable including, but not limited to, oversized materials or materials with tear-away segments.

All material becomes the property of Hayward Library, and the Library reserves the right to dispose of the material as it sees fit.

The display of materials does not constitute an endorsement of any group or its views.

The Library reserves the right to reject material that, in the Library's sole opinion, may adversely affect public confidence in the Library or the value of the Library brand.