

**Beloit Public Library  
Board Policy**

**DISTRIBUTION OF FREE LITERATURE  
WITHIN THE LIBRARY**

The Beloit Public Library serves the information needs of the community by providing sources of information, and assistance in locating information, and serves as a distribution point for various kinds of free literature.

The library has designated areas for distribution of this free material. All literature for distribution must be placed there by a library staff member. Literature left without library approval will be removed.

The primary focus is the distribution of literature related to educational, governmental, and library materials. Library staff periodically feature special topic displays and may include related free literature. These displays and selection of materials are done solely at the discretion of the library staff.

The information racks near the meeting room are available for distribution of non-profit literature by clubs, organizations, institutions, and individuals on a first-come, first-serve basis as space allows. Library staff will remove older material when space is compromised.

The library does not assume responsibility for material that is damaged or stolen. The library does not return literature.

History: Adopted May, 1982; Revised August, 1985; Revised June, 1988; Revised August, 1994; Revised June, 1997; Revised July, 2000; Reviewed February 2003; Revised February 2006; Revised February 2010