



Pittsford Community Library Policies

Publication Distribution Acceptance Policy

Adopted by the Board of Trustees on May 10, 2010

Revised and approved by the Board of Trustees on May 12, 2021

The Pittsford Community Library will accept multiple copies of newspapers and other publications for distribution to the public as space permits. Such publications must meet the selection criteria for materials added to the library's collection. Preferences will be given to government and non-profit organization publications and those publications that promote neighborhood, cultural, civic, recreational or educational events and programs.

The library will not accept distribution materials that are anonymous or do not clearly identify the sponsoring group, advertisements of a commercial nature, or political campaign literature. Materials accepted for distribution must identify the sponsoring organization, including address and telephone number.

Acceptance of publications for distribution does not imply endorsement by the library, nor does acceptance guarantee that items will be made available for distribution.

The library assumes no responsibility for the preservation, protection, tracking or theft of items accepted for distribution nor can the library return items to the sponsoring organization.

Requests for reconsideration of materials distributed in the library shall follow the same procedure specified in the library's materials selection policy.