

Putnam County Public Library

Distributing Material, Canvassing, Performing or Speaking on Library Property **Policy**

The Putnam County Public Library recognizes and supports the public's rights to free speech that includes presenting speeches, distributing petitions or other information, and advocating views or positions. However, the Library also has an obligation to provide library services to the public in an environment where access and privacy are maintained and where safe and unobstructed ingress and egress to library property is provided. Therefore, the Putnam County Public Library has established this policy to allow free speech while ensuring that the rights of others to use library facilities are not impeded.

Note: This policy pertains to the use of the library grounds and not the inside of the building. Persons wishing to reserve a designated meeting space should refer to the Meeting Room or Exhibit and Display policies.

1. Persons wishing to distribute material, canvass, perform, or speak on library property must obtain permission in advance from the person in charge of the location.
2. The library designates the following areas to speak, canvass, perform, or distribute materials that is safe and ensures that library users will have unobstructed facility ingress and egress:
 - a. Sidewalk west of the Poplar Street entrance
 - b. West half of Walnut Street entryway below entrance doors
3. The conduct of persons speaking, canvassing, performing, or distributing information on library grounds must be in compliance with library policies and federal, state, and local laws, ordinances, and statutes.
4. Distributing materials, canvassing, performing, or speaking may be done only during the operating hours of the library where the activity is taking place.
5. In the library's aesthetic interest to maintain the premises free of debris and clutter, materials including, but not limited to, posters, flyers, placards, brochures, banners, or signs of any type may not be left unattended on library grounds and must be removed at the end of the event.

Adopted by the Putnam County Public Library Board of Trustees March 21, 2012