

Posting of Flyers, Posters, and Handout Materials

The Chambers County Library System provides a venue for the exchange of information concerning items of interest to all members of the community. The libraries, as popular community sites, are considered natural venues for distribution of materials, but due to increasing traffic and space limitations, the posting of flyers, distribution of handouts, and placing of collection boxes for worthy causes must be severely restricted.. Flyers and other posted materials relating to County department events, major festivals in the county that impact library services, and some limited materials relating to educational/school system enhancement, and Federal programs will be accepted as part of the library mission.

The circulation desks of the libraries are reserved for library-specific notices. Other posters or handouts, when approved, are placed where the public has access to them.

Flyers and handouts will be retained no more than 3 months from their approval date, unless a determination is made to retain them for their value to the library patrons. Flyers to be posted must not exceed standard 8.5" x 11" size. Once flyers and posters have been presented to the library system, they cannot be returned to the distributors.

The County Librarian or the Library Advisory Board will provide the determination as to whether items may be placed in a library facility. A list of examples of posters allowed is shown following this policy. It is not exclusive, but generally definitive.

Chambers County Library Advisory Board
May, 2001; Revised, May, 2006
November, 2010
November, 2012

Examples of approved flyers and materials include, but are not limited to, the following:

Chambers County Government related items:

All Library System activities, including those of the Friends of CCLS and the Teen Boards; display/sales of books from local groups, as part of Friends of CCLS fund raisers;

Toy Donation Box, conducted by the County Historical Commission
Passport Day event conducted by the District Clerk's Office
Hurricane Information, provided through the Office of Emergency Management
County job postings
WIC Breast Feeding Classes
Health Department Flu Shot announcements

Local & Area Government and Non-Governmental Organization items:

GatorFest, Texas Rice Festival, and Barbers Hill Fall Festival
City Council meeting agendas and official notices (such as Boil Water notices)
Hospital Health Fairs
Chamber of Commerce Newsletters
Volunteer Fire Department and EMT notices (not fund raisers) such as Burn Bans
Senior Citizen Free Transportation flyers, or Meals on Wheels flyers
Hurricane Recovery & Mental Health Assistance flyers (such as St. Vincent de Paul)
Texas Coast Beach Cleanup Day flyer (Galveston Bay Foundation)
Old River Founder's Day
Girl/Boy Scout sign up information (but not event flyers)

State and Federal items:

Anahuac National Wildlife Refuge announcements (but not Friends of ANWR events)
Annual Hunting and Fishing Regulation handbooks

Education-Related items:

Lee College or Lamar University materials
Met HeadStart enrollment announcements
Homeschool Programs and Activities in the county
School District announcements (but not fund raisers or after-school activities)
FAFSA application information posters

Examples of prohibited flyers and materials include, but are not limited to, the following:

Fundraising benefits for individuals

Garage sales

Church related events

Little League information

Girl/Boy Scout event flyers