

## 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