

**HAYWARD LIBRARY
COMMUNITY INFORMATION BOARD POLICY**

Hayward Public Library designates spaces and processes for the display and/or distribution of community information on library property subject to the restrictions specified in this policy as follows:

The Library designates spaces for the display and/or distribution of community information from the following groups:

- Hayward Public Library;
- City of Hayward, including its municipal departments, boards, commissions, and task forces;
- Friends of Hayward Library;
- Individuals, organizations or groups working in formal partnership with Hayward Library;
- Other public agencies;
- Community-based non-profit organizations.

The Library prohibits community information and materials that are:

- Illegal, inappropriate or inflammatory;
- Contrary to library policy;
- Political in nature;
- Selling, promoting, advertising, or soliciting for commercial products or services;
- Personal advertisements or want ads of any kind;
- Solicitation to participate in medical, academic, social, commercial or political surveys, contests or research;
- Petition or pledge form;
- Oversized, handmade, hazardous, tear-away, or otherwise unsuitable for public display;
- Promoting events or activities that charge fees, except as listed below;

The Library prohibits community information and materials that are commercial in nature or pertaining to events or activities that charge fees, with the following exceptions:

- Hayward Public Library events and activities;
- City of Hayward events and activities;
- Friends of Hayward Library events and activities;
- Other public agencies' events and activities;
- Community organizations working in partnership or collaboration with Hayward Library.

All community information and materials must be submitted to Library staff for approval prior to display or distribution. The Library may reject any information or materials that the Library, at its sole discretion, deems contrary to this policy or otherwise deems unsuitable for display. Appeals may be submitted to the Library Director in writing, whose decision is final.

Because space is limited, it may not be possible to display or distribute all submitted community information and materials even when they comply with this policy. In

cases where space is limited, priority is given to community information and materials from Hayward Library, City of Hayward, Friends of Hayward Library, formal library partners, other public agencies, and community-based non-profit organizations, in that order.

All community information and materials submitted for display and/or distribution become the exclusive property of Hayward Public Library to dispose of, duplicate, or alter at any time, and in any matter, it sees fit.

The display and/or distribution of materials does not constitute an endorsement of any group or its views.