

Public Posting and Distribution of Materials Policy

The Urbandale Public Library provides space for the public posting or distribution of flyers, notices, brochures, or posters.

Guidelines

- Materials must be submitted for approval prior to posting or distribution.
- Materials submitted for posting or distribution will not be returned.
- Materials posted or distributed without approval will be removed and discarded.
- The Library is not responsible for the preservation or protection of materials posted or distributed.
- The following is a nonexclusive list of materials that may not be posted or distributed:
 - private or commercial advertisements, notices, or solicitations
 - campaign, partisan, or religious literature
 - petitions
 - surveys
 - job postings
 - requests for donations, unless approved by the Library director
 - obscene or inappropriate text or graphics
- Materials are posted or distributed subject to space availability.
- Materials may be posted or distributed for up to 60 days.
- The Library reserves the right to relocate, rearrange, and remove materials as it chooses.
- Permission to post or distribute materials does not constitute Library endorsement.

Adopted by the Urbandale Public Library Board of Trustees, April 27, 2015
Approved September 26, 2022, October 27, 2025