

CHULA VISTA PUBLIC LIBRARY

Policy and Procedure

Title: **Distribution of Free Periodicals**
Policy Number: **LIB - 002**
Approved by: **City Attorney, Library Board of Trustees**
Date: **October 21, 2004**

PURPOSE:

This policy describes how free magazines or periodicals may be distributed in the Library

POLICY:

The Library allows the distribution of free periodicals, serials, tabloids, newsletters and newspapers.

Distribution copies delivered by the publisher or distributor must be delivered directly to the lobby or vestibule of each branch library. They must be unbound or untied. Library staff will not assist in the distribution of any materials.

Distribution copies will be distributed only from the lobbies or vestibules of each branch library. They will be made available to the public for up to 30 days, after which they will be discarded.

DISCUSSION:

Magazines or periodicals are defined as publications having a formal title, a statement of frequency, a statement of editorial purpose, and be numbered and dated consecutively.

Any publisher or distributor wishing to sell periodical, serials, tabloids, newsletters or newspapers must comply with the City's news rack ordinance.