AUTHORITY AND RESPONSIBILITY:
The Live Oak Public Libraries (LOPL) Board of Trustees has the responsibility for establishing policies governing library operations and services.

PURPOSE:
LOPL recognizes its role as a source for community information. Because of space and resource limitations, however, LOPL must set limits and priorities for distribution of non-library materials. This policy addresses LOPL receipt and distribution of non-library materials.

DEFINITION:
Non-library materials include, but are not limited to, brochures, displays, flyers, posters, and newspapers.

ORGANIZATIONS ELIGIBLE FOR MATERIALS TO BE DISTRIBUTED BY LOPL
Materials from the following organizations may be distributed by LOPL:
- Local, State, and Federal Governments, Agencies, or Instrumentalities
- Public Schools in Chatham, Effingham, & Liberty Counties
- Nonprofit Community Organizations Qualified as Exempt under Section 501(c)(3) of the Internal Revenue Code

DISTRIBUTION
LOPL will provide materials from eligible organizations to LOPL community libraries for distribution to library patrons, however, LOPL does not guarantee that materials will be distributed at all LOPL community libraries. LOPL reserves the right to determine if space and resources are available for distribution at one or more LOPL community libraries. LOPL reserves the right to remove materials from distribution as determined solely by LOPL. LOPL will not retain or catalogue materials received from distribution.

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1 An instrumentality is an organization created by or pursuant to government statute and operated for public purposes.
2 When a nonprofit is approved for 501(c)3 status, it receives a letter of determination from the IRS. This letter includes the name, address and employer identification number of the nonprofit organization. To verify a nonprofit's 501(c)3 status, a nonprofit must submit to LOPL a copy of the IRS determination letter.