



City of Virginia Beach

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DEPARTMENT OF PUBLIC LIBRARIES
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LIBRARY ADMINISTRATION
BUILDING 19, ROOM 210
MUNICIPAL CENTER
VIRGINIA BEACH, VA 23456-9115

Giveaway of Materials to the Public Policy

Revised 4/2012

In making information accessible both in a manner appropriate to the needs of the user and within the bounds of available resources, the Library may choose to provide multiple free copies of fliers, pamphlets, brochures, and schedules.

The Materials Selection Guidelines are the first test of whether any material is appropriate to a library agency's collection. Materials being considered for distribution in multiple copies must fall within one of the following categories.

1. Government information giving - public information material produced by, or in co-sponsorship with, city, state, or federal government agencies. This category includes:
 - a. federal, state and local tax forms/information.
 - b. election issues information (not individual candidate campaign literature)
2. Local schedules of events - schedules and announcements concerning local performing and visual arts events, institutional program calendars.
3. Local directory information - information otherwise not available in one source or which would require extensive library staff research to reproduce. This category includes:
 - a. speakers' bureaus
 - b. telephone directories
 - c. directories of specific topics or subjects
4. Library and library service promotional materials - items such as bibliographies, local contest entry forms, and bookmarks which promote books, reading, writing, literacy, library service, etc. When applicable, items must also meet the Commercial Donations Policy.
5. Library sponsored programs - information which complements, or is used in conjunction with, a program or display sponsored or co-sponsored by the library or the Friends of the Virginia Beach Public Library.

The availability of multiple copies of any material depends on space limitations at any given time in each library agency. The decision of the public service manager will determine whether sufficient space is available and for how long a period of time the material will be distributed.