

# Request for Posting or Distributing Materials at Montgomery County Public Libraries



**Please print.**

Name and mailing address of organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Website address (URL) of organization \_\_\_\_\_  
Name and title of person completing form \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email address \_\_\_\_\_  
Date of request \_\_\_\_\_

Is your organization non-profit or not-for-profit?                      Yes                      No

Please choose one:

- We would like to post single copies of flyers or brochures at selected libraries.
- We would like to post single copies of flyers or brochures at all 20 libraries.
- We would like to distribute flyers or brochures at selected libraries.
- We would like to distribute flyers or brochures at all 20 libraries.
- We would like to distribute free newspapers at the libraries.  
(Newspapers must have news or features of interest to the local community.)

How many times per year will you be delivering your materials to the libraries? \_\_\_\_\_

How will your materials be delivered to the libraries? Please choose one:

- By mail or UPS
- By your organization to MCPL's Administrative Offices in Rockville
- By your organization to MCPL's Collection Management Unit in Gaithersburg
- By your organization directly to MCPL branches
- By interagency pony (for County government agencies only)

Please return this completed form via email to: [mcpl.handouts@montgomerycountymd.gov](mailto:mcpl.handouts@montgomerycountymd.gov)

## Montgomery County Public Libraries

21 Maryland Avenue  
Suite 310  
Rockville, MD 20850  
Phone: 240-777-0002  
Fax: 240-777-0034

