

# Distribution of Public Relations Materials

Carnegie Library of Pittsburgh Guidelines

Revised January 1, 2010

Carnegie Library of Pittsburgh (CLP) is pleased to support Regional Assets, registered nonprofit organizations and other marketing partners in our region with the following guidelines and library addresses for the distribution of informational/promotional materials. Organizations are responsible for their own postage or delivery. Please review the Guidelines & Procedure below before mailing. Participating city and county libraries post and display community materials at their own discretion. Should you have any questions please feel free to email the Library's Communications and Creative Services Department at [taggartp@carnegielibrary.org](mailto:taggartp@carnegielibrary.org).

## Guidelines:

- Materials must be of civic, cultural, educational or informational interest and value.
- Materials should not advertise for private or organizational gain, unless the gain is used for the benefit of the community as a whole, such as cultural enhancement.
- Acceptance of any material is at the Library's discretion. The Library reserves the right to refuse any material based on size, weight, format, content, volume or timeliness.
- A maximum of one 8" x 11" flyer or 11" x 17" poster may be delivered per location selected.
- A maximum of (25) brochures, postcards, newsletters or other items may be mailed to each location. Materials must be securely pre-bundled in packages of (25) and labeled accordingly.

## Procedure:

1. Separate or bundle materials and place into envelopes according to the Guidelines.
2. A Word template with labels of the names and addresses of Carnegie Library of Pittsburgh locations and Allegheny County Library Association locations is provided at [www.carnegielibrary.org/marketingmaterials](http://www.carnegielibrary.org/marketingmaterials). The template is set up to print on Avery White Mailing Labels 5160.
3. Select your desired mailing locations, print, label and mail envelopes according.

## Library Locations

### Carnegie Library of Pittsburgh Locations

1. Main (Oakland)
2. Allegheny
3. Beechview
4. Brookline
5. Carrick
6. Downtown & Business
7. East Liberty (**under renovation**)
8. Hazelwood
9. Hill District
10. Homewood
11. Mt. Washington
12. Knoxville
13. Lawrenceville
14. Library for the Blind and Physically Handicapped
15. Sheraden
16. South Side
17. Squirrel Hill
18. West End
19. Woods Run

### Allegheny County Libraries and Branches

1. ACLA - Mobile Library Services
2. Andrew Bayne Memorial Library
3. Andrew Carnegie Free Library
4. Avalon Public Library
5. Baldwin Borough Public Library
6. Bethel Park Public Library
7. Braddock Carnegie Library
8. Braddock Carnegie Library/Turtle Creek Satellite
9. Brentwood Library
10. Bridgeville Public Library
11. C.C. Mellor Memorial Library
12. C.C. Mellor Memorial Library/Forest Hills Library
13. Carnegie Free Library of Swissvale
14. Carnegie Library of Homestead
15. Carnegie Library of McKeesport
16. Carnegie Library of McKeesport/Elizabeth Forward
17. Carnegie Library of McKeesport/Duquesne Branch

18. Carnegie Library of McKeesport/White Oak Branch
19. Clairton Public Library
20. Community Library of Allegheny Valley/Harrison
21. Community Library of Allegheny Valley/Tarentum
22. Community Library of Castle Shannon
23. Coraopolis Memorial Library
24. Crafton Public Library
25. Dormont Public Library
26. F.O.R. Sto-Rox Library
27. Glenshaw Public Library
28. Green Tree Public Library
29. Hampton Community Library
30. Jefferson Hills Public Library
31. Lauri Ann West Memorial Library
32. Lauri Ann West Memorial Library/Sharpsburg Community
33. Monroeville Public Library
34. Moon Township Public Library
35. Mt. Lebanon Public Library
36. North Versailles Public Library
37. Northern Tier Regional Library
38. Northern Tier Regional Library/Pine Satellite
39. Northland Public Library
40. Oakmont Carnegie Library
41. Pleasant Hills Public Library
42. Plum Borough Community Library
43. Robinson Township Library
44. Rosslyn Farms Community Library
45. Scott Township Public Library
46. Sewickley Public Library
47. Shaler North Hills Library
48. South Fayette Township Library
49. South Park Township Library
50. Springdale Free Public Library
51. Upper St. Clair Township Library
52. West Deer Library
53. Western Allegheny Community Library
54. Whitehall Public Library

- 55. Wilkinsburg Public Library
- 56. Wilkinsburg Public  
Library/Eastridge Branch
- 57. William E. Anderson Library of  
Penn Hills
- 58. William E. Anderson Library of  
Penn Hills/Lincoln Park

Knowledge Connection Centers

- 1. MonView Heights
- 2. Mooncrest