

LIGHT REGIONAL COUNCIL	
Library Policies and Procedures Manual	Section 5 Policy No. 2
PUBLIC NOTICES	
Amendment No: One	Issued: 22 August 2001

1. PURPOSE

The Light Regional Public Library Service provides space on windows and bulletin boards for announcements and notices of local community events, and in pamphlet racks for distribution of free materials, which may be of interest to library patrons.

2. POLICY

- 2.1 All notices, posters and free materials must be approved and placed on the bulletin boards, windows or in the pamphlet racks by library staff. Staff may discard items not approved for placement and excess copies of any items received. Outdated materials will be removed daily by the library staff.
- 2.2 Staff will follow the guidelines listed in section 3 of this policy in making decisions about placement of materials. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.
- 2.3 Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed.
- 2.4 In general items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services for a single profit making business WILL NOT be accepted. Staff may make exceptions for announcements of educational or health opportunities provided by profit making businesses.
- 2.5 Posting of a notice or placement of materials in pamphlet racks does not imply endorsement of their contents by staff of the Light Regional Public Library Service or Light Regional Council.

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3. Guidelines

- 3.1 Materials for the bulletin boards, windows and pamphlet racks will contain information about events and services in the Light Regional area or of interest to residents of the area.
- 3.2 Items not allowed include:
- Notices for a strictly commercial purpose
 - Personal or individual advertisements
 - Campaign literature
- 3.3 Format:
- Posters and notices must be no larger than A3 size (28cm x 58cm). Exceptions may be made for official government materials.
 - Materials will not be taped to the windows, a material such as 'Blu Tack' will be used
 - Collection boxes or separate racks are not permissible
 - Only one poster per event per library may be posted
 - A maximum of 100 copies of material to be distributed per library will be accepted

Policy History

1. *Original Policy adopted by Council 23 May 2000, refer Council Minute 15.2.2.1, Page 2000/161*
2. *Policy reviewed by Council on 22 August 2001, (change of Council name only amendment) refer Council Minute 13.2.1, Page 2001/278*