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<b>Point of Contact:</b> Kathy Williams, Director of Public Services		

# Display of Promotional Material Policy

## Policy Statement

The City of Pickering Public Library provides bulletin board space for the display of community information and to promote events and meetings for non-profit organizations as a community service. Other kinds of material can be placed in other Library locations at the discretion of the CEO.

The Library recognizes the benefits of fundraising within the community. The Library will permit public fundraising through voluntary donation boxes (e.g. Legion Poppy boxes) on Library premises under the criteria listed below.

## Policy Principles

1. Unsolicited material must be submitted to staff for consideration for display and must meet all of the following criteria:
  - 1.1. It describes or publicizes a public, educational, recreational, cultural or community event;
  - 1.2. It is of local interest;
  - 1.3. It is in support of a legally constituted non-profit or charitable organization;
  - 1.4. It meets acceptable standards of presentation and legibility.
2. Promotional materials indicating: merchandise for sale; rental advertisements; information on money-making events sponsored by profit-making organizations; personal services which are fee-based (e.g. individual instruction, classes and daycare services) are not accepted.

3. The promotion of Library services and programs will take precedence over non-Library activities.
4. The Library reserves the right to choose which materials to display or remove.
5. Since space is limited, only one copy of promotional material will be displayed. The length of the posting is dictated by availability of space.
6. Materials will be discarded after posting or if the posting criteria are not met. The Library does not accept responsibility for returning any submitted material.
7. Items of a specifically religious or political nature will not be posted. No campaign literature will be displayed. Municipal politician's Ward newsletters will be displayed if provided but will be removed after July 1 of an election year until after the election.
8. If the display material is not in English a translated version must be available for posting.
9. Petitions and surveys will not be accepted without the approval of the CEO.
10. Bulk periodicals and newspapers are accepted if they are deemed to be of interest to the Library's clients, consistent with the Library's information goals and if space permits. These items must clearly identify the publisher and editorial policy and have published for at least one year on a regular basis. Excluded are periodicals and newspapers that are primarily political, religious or sales-based or which contravene Municipal, Provincial or Federal laws.
11. Donation boxes may be submitted to the Library for display with one month's written notice. Acceptance may be limited by availability of space. Donation boxes may be left in the Library for a limited time only, to permit fair and equitable access to the space available. The Library does not assume responsibility for the collection or security of the boxes or their contents. The proprietary organization must take sole responsibility for the security of the boxes and their contents and agree to all the terms and conditions when submitting the boxes for display. Donation boxes must meet all of the following criteria:
  - 11.1. The proprietary organization is a registered charity;
  - 11.2. The proprietary organization is not of a political or religious nature;
  - 11.3. The "cause" is of local interest;
  - 11.4. The material meets acceptable standards of presentation.

For further information please contact: Kathy Williams, Director of Public Services Pickering Public Library at 905-831-6265 ext. 6251 or email [kathywilliams@pickeringlibrary.ca](mailto:kathywilliams@pickeringlibrary.ca).

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