



# Bulletin Boards and Kiosks

## Operational

### Policy

#### **Guidelines for the Use of Bulletin Boards and Kiosks**

Bulletin boards and kiosks assist the Brantford Public Library to provide information to the public. As limited space is available, the first objective is to inform the public about Library programs and services. Space permitting, the use of the bulletin boards and kiosks by community groups and individuals is invited, subject to the following guidelines. The approval process is handled by the Library Administration, in accordance with the policies of the Library Board. The Library Board reserves the right to refuse any materials.

- Posters and flyers should be of an educational, cultural, recreational or philanthropic nature, or supply non-partisan information on the city, government and/or local community.
- The issuing body and/or event should be non-profit.
- The name of the issuing body should be clearly identified on the poster or flyer.
- Preference will be given to posters or flyers that contain specific information on an event (i.e. time, place, date).
- Posters and flyers should be neat, presentable, and of a size appropriate to the Library's kiosks and bulletin boards.
- No fundraising/volunteer sign-up sheets or petitions are accepted.
- Although materials meeting the Library's guidelines may be left for pickup by the public, the Library is unable to accept responsibility for the regular distribution of periodicals or newsletters.

Posters or flyers which advertise commercial sales and/or services are not accepted for display, nor are materials which promote particular religious or partisan political views of advocate action on behalf of particular religious or political organizations.

### History

**Supersedes:** Not applicable

**Background documents, related policies:** Not applicable

**Approval Date:** Unknown

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