



LONDON PUBLIC LIBRARY POLICY

Title: Bulletin Board, Flyer and Free Literature Distribution Policy
Policy Type: Operational
Policy No.: O-CP-12

Effective Date: August 15, 2019

Review Date: August 2023

PURPOSE:

The purpose of this policy is to describe how and in what manner materials may be displayed on London Public Library (LPL) bulletin boards and digital displays or distributed on Library premises in order to ensure that the Library can fulfill its role as community hub while balancing its resources and community expectations.

SCOPE:

This policy applies to all materials from individuals, community groups, non-profit organizations, institutions, government and businesses publicly displayed and/or distributed on Library premises.

DEFINITIONS:

Campaign Materials means any materials used to solicit votes for a candidate(s) or question in an election, including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include materials in all media, e.g., print, displays, electronic radio or television, and online, including websites or social media.

Materials means a variety of types of documents for display including notices, posters, digital posters and media, and literature for distribution including flyers, pamphlets, newsletters, community newspapers, bookmarks and postcards.

Premises means all LPL property, i.e. buildings and land, owned or leased by the Library including the interiors of buildings and exterior spaces such as gardens and parking lots.

Partisan is defined as favoring, promoting or opposing a political party, platform or candidate for public office.



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POLICY STATEMENT:

London Public Library supports, where possible, the distribution and display of community information on Library premises. Bulletin board, display and distribution space will be available on Library premises, as space permits, in order to promote events, programs and information of interest to the community.

Display and distribution of community information does not constitute endorsement by LPL of any group or its views.

This policy does not apply to:

- Commercial Advertising;
- Sponsorship; and
- LPL's online communication channels (i.e. website, social media, etc.)

Priorities

Space for bulletin boards and flyer distribution space is limited on Library premises and demand for space is high. It may not be possible to display all materials that are acceptable under this policy at a given time. LPL will display and distribute materials in appropriate locations for a limited time subject to the availability of space.

Materials for display or distribution on Library premises are prioritized in the following order, subject to space availability on designated display and distribution spaces:

- Library programs, events and news, including co-sponsored Library programs and events and Wolf Hall Presents events;
- Friends of the London Public Library events and news;
- Municipal, Provincial and Federal Government Information;
- Programs and events whose principal sponsors are non-profit organizations



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- in the local community;
- Cultural events occurring in the London area;
- Person-to-person notices, based on community interest, and only where space is available, will be posted at the discretion of Library staff.

The Library, in its sole discretion, may make an exception to these priorities when the exception is consistent with and advances the strategic objectives of the Library.

Any materials displayed or distributed in non-designated space on Library premises will be removed. Removal of postings is at the discretion of Library staff. Further, the Library reserves the right to dispose of any materials that are placed or posted without approval or proper process or in quantities that exceed the maximum distribution numbers.

Acceptance of materials for posting and distribution

The Library reserves the right to select materials to be posted and distributed. The following guidelines apply:

- Materials to be posted are to be no larger than 8 ½ x 11 and must be legible and professional in design and production.
- Materials must be in hard copy form in appropriate quantities. Faxed or emailed submissions will not be accepted.
- Materials intended for system-wide distribution must be dropped off at the Central Library for consideration and must be accompanied by a completed distribution form, including contact information for event organizer. Acceptable material quantities are at the discretion of the Library.
- The Library reserves the right to dispose of any materials above and beyond the accepted quantity or those that are placed in locations without the expressed approval of the Library.
- Materials should be submitted no more than 30 days and no less than 10 days before the event being promoted as display space is limited and in high demand.



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- Materials promoting programs or events at a single Library location targeted toward that location or neighbourhood only and not for distribution system-wide, may be dropped off to that location specifically. Accepted material quantities are at the discretion of the location.

Materials submitted to the library for display or distribution will not be returned to the owner or agency.

Criteria for Refusal of Materials

The Library will not guarantee that materials submitted to the Library under this policy will be displayed or distributed and reserves the right to refuse any or all materials for display or distribution based on the any of the following criteria:

- Availability of space;
- Number of submissions at a given time;
- Size of materials;
- Poor quality production or difficult to understand;
- Materials promoting unlawful practices and/or that violate municipal, provincial, or federal legislation
- Petitions;
- Materials contrary to the policies, regulations and procedures of London Public Library;
- Partisan materials including campaign materials for any candidate, political party, registrant or support of a question on a ballot during an election (except for the promotion of an all-candidates meeting).
- Material that advocates a particular political, sectarian or philosophic position.

INQUIRIES:

Issued by: Library Board

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Manager, Communications

KEYWORDS:

Bulletin board, flyer, poster, notice, community event, advertise

RELATED DOCUMENTS:

Communications Policy M-07

Elections, Including Use of Library Resources during an Election OR-L-04

Rental of Meeting Space Policy O-CP-14

Research and Surveys Conducted in the Library Policy O-IP-02

DOCUMENT CONTROL:

Approved: June 09, 2008

Reviewed: August 15, 2019