

## Community Distribution and Display Request

London Public Library provides space for non-profit and community partners to post events on Library bulletin boards and for distribution of community newspapers and flyers, subject to available space, the number of requests and the appropriateness of content.

We do the best we can to display materials, however, we cannot guarantee that we will be able to display your materials or that they will be displayed at all locations or displayed within a specified time period or for a specific length of time.

Community Distribution is guided by London Public Library's [Bulletin Board, Flyer and Free Literature Distribution Policy](#)

### To submit a request for distribution:

- Review the terms of service
- Fill out and print a copy of this form
- Bring your completed form, along with the items you'd like distributed to the service desk of any London Public Library Location during Library hours. Do not place in return chutes.

### Terms of Service:

- All requests for distribution and display at any library location require a signed request form.
- Posters should be no larger than 8 ½ x 11.
- A maximum of 15 copies of your poster will be accepted. You can choose to leave fewer and note on form which library locations you would prefer.
- A maximum of 200 copies of your flyer or newspaper will be accepted.
- Please time your request to approximately 3 weeks from the week you'd like to see it displayed.
- It may take several weeks for your request to be displayed due to the volume of requests.
- Requests will remain posted for approximately one week, depending upon the number of requests at any one time.
- Due to the high volume of requests we receive, we can not guarantee that your request will be displayed and we are not able to provide an update on your request or to store or return your materials to you once you have submitted them as part of your request.
- Priority of space is given to non-profit organizations and free, community events. We are not able to provide distribution and display space for commercial activities.

**Community Distribution Request Form**

**Please complete, print, sign and bring to the service desk of any Library location with your items for distribution and display.**

I have read and understand the terms of service

Signature: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

# of posters (15 max): \_\_\_\_\_

# of Flyers/Newspaper (200 max): \_\_\_\_\_

Locations for Display:  All OR  only these locations:

Contact's name: \_\_\_\_\_

Organization's name: \_\_\_\_\_

Are you a non-profit? Yes  No  (priority is given to non-profit)

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

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**Library Staff to complete:**

Request received at this Library location:

Date Received: \_\_\_\_\_