

POLICY STATEMENT

Display and Promotion of Unsolicited Material

Approved By: Richmond Hill Public Library Board

Revised: December 18, 1997

1.0 INTRODUCTION

The Richmond Hill Public Library provides educational, cultural and recreational materials and information, to meet the interests and needs of the residents of the Town. The Library recognizes that the display of pamphlets and other materials describing activities or interests to local residents is a component part of the information service.

This document describes the guidelines for the display and/or promotion of such unsolicited materials.

2.0 DISPLAYS

- .1 The Library displays community information in the form of pamphlets, posters or brochures on a first-come first-served basis, depending on available space.
- .2 Material advertising commercial endeavours will not be displayed.
- .3 The Library reserves the right to select materials for display.
- .4 All material displayed will bear a Library stamp.
- .5 The Library does not necessarily support the aims and objectives of groups whose material may be displayed in Library display areas.
- .6 Public noticeboards shall bear a sign which reads:

**"The services and programs of organizations
and individuals posted on this noticeboard are
not necessarily endorsed or recommended in any
way by the Richmond Hill Public Library."**

- .7 The Library does not accept responsibility for the loss of or defacing of materials.
- .8 The Library does not accept responsibility for the return of materials.
- .9 While the Library will not guarantee the posting of materials for any given time frame, every effort will be made to display material up to the date of advertised events.

3.0 INFORMATION BOOTHS

The Library permits manned information booths at the Central Library for community groups, non-profit groups, charities, service clubs and sports groups if the purpose of the booth is to distribute information regarding their group or organization of a non-proselytizing nature. The information booths shall not be used for religious or commercial purposes or for political purposes during an election period. Written requests for information booths should be directed to the Manager of Outreach and Orientation. The written request should include a brief description of the organization and the purpose of the information booth.

The Central Library will provide the requesting group with a designated space, table and chairs. Display units, signs, promotional material, and all other supplies and equipment are the responsibility of the group requesting the space. The group booking an information booth will not be permitted to sell items or solicit donations from Library users and staff.

The maximum number of days that a group can book an information booth space is three (3) days.

The Richmond Hill Public Library reserves the right to accept or refuse a booking of a manned information booth.

5.0 SOLICITATIONS

The Library does not permit solicitation within the buildings, either in person or by petition.

6.0 SALES

The Library does not permit the sale of tickets or other promotional materials for fundraising or commercial purposes with the exception of Town sponsored civic events.

Written application must be made to the Chief Librarian or designate in the case of a possible sale of art or crafts.