

CCS LIBRARIES NOTICE AND POSTER DISPLAY POLICY

1. Posters that we display should be categorised and the boards should have headings. Statutory Notices; Library events; Council Information; Community Information.
2. To make notice boards tidier and easier to manage, posters should be categorised. Suitable categories are given below in order of priority
 - Statutory notices
 - Library services and events for all libraries in the borough for the forthcoming quarter must be displayed before anything else.
 - Council Information
 - Events being delivered by library partners
 - Those known to the library supervisor to be of legitimate interest to the local community
 - Those produced by central government departments, agencies and other government linked and accredited organisations
 - Educational organisations and services and events promoted by these institutions.
 - Those produced by essential public services, including health and police
 - Help and advice: voluntary organisations promoting educational and informational meetings, services or events of a help/advice type including charities.
 - Clubs and Societies: their existence, their meetings, their events - social, sporting and special interest. The types of organisation that you “join”.
 - Entertainment events - other than Council or above categories.
3. Not to be displayed.
 - Open ended community information
 - Material promoting a particular political or religious viewpoint.
 - Appeals for money or donations e.g. collecting boxes.
 - Advertisements for profit-making organisations or events.
 - Material likely to cause offence.
 - Those of a campaigning nature e.g. pressure groups seeking to exercise political influence, unless such campaigns are supported by us

- Petitions, unless specifically authorised by the council
4. Space in libraries is limited and material is accepted for display at the discretion of the library supervisor, subject to the following criteria:
- The amount of space available in individual service points for display
 - The expectations and interests of users at a local level
 - No guarantee is made as to the length of time material is displayed for or the site for display of material
 - Posters should be of A4 size and well presented (no hand written notices), unambiguous, date specific and of good quality
 - All material should have a clear indication of its source
 - We do not endorse or recommend any of the activities, products and services advertised, other than those we provide
5. A copy of this policy will be available for inspection at all libraries in CCS
6. In making decisions as to whether material can be displayed the library supervisor's decision is final
7. Any complaints should be progressed through the complaints' procedure