



POLICY TYPE/NUMBER:	PUBLIC	P05
POLICY TITLE:	ACCEPTANCE AND DISPLAY OF PROMOTIONAL MATERIAL	
DATE CREATED:	February 28, 2002	DATE REVISED: March 5, 2003

POLICY STATEMENT:

The Pickering Public Library provides bulletin board space for the display of community information promoting events and meetings for non-profit organizations as a public service. Other kinds of material can be placed in other Library locations at the discretion of the CEO.

The Pickering Public Library recognizes the benefits of fundraising within the community and has developed guidelines and criteria concerning the use of library premises for this purpose. The Library will permit public fundraising through voluntary donation boxes (e.g. Legion Poppy boxes) on library premises.

The Pickering Public Library does not necessarily support the aims and objectives of groups whose material is placed in the library.

PRINCIPLES

1. Unsolicited material must be submitted to staff for consideration for display and must meet all of the following criteria:
 - a) It describes or publicizes a public, educational, recreational, cultural or community event;
 - b) It is of local interest, occurring in the Pickering area;
 - c) It is in support of a legally constituted non-profit or charitable organization;
 - d) It meets acceptable standards of presentation and legibility;
 - e) It cannot exceed dimensions of 8½ “ by 11”.

Promotional materials indicating: merchandise for sale; rental advertisements; information on money-making events sponsored by profit-making organizations; personal services which are fee-based (individual instruction, classes, daycare services etc.) are not accepted.

2. The promotion of Library services and programs will take precedence over non-Library activities.

3. The Library reserves the right to select and remove display materials.
4. Since space is limited, one copy only of the material may be displayed for one week or as space allows.
5. Materials will be discarded after posting or if the posting criteria are not met. The Library does not accept responsibility for returning any display material.
6. Items of a specifically religious or political nature will not be posted. During election campaigns, as an information service to the community, the Library will accept copies of each candidate's major information brochure, if supplied by the candidate.
7. Petitions and surveys are not accepted unless approved by the Pickering Public Library Board.
8. Bulk periodicals and newspapers are accepted if they are deemed to be of interest to the Library's clients, consistent with the Library's information goals and if space permits. These items must clearly identify the publisher and editorial policy, and have published for at least one year on a regular basis. Excluded are periodicals and newspapers that are primarily political or religious or which contravene Municipal, Provincial or Federal laws.

9. Fundraising

Donation boxes may be submitted to the Library for display with one month's written notice. Acceptance may be limited by availability of space. Donation boxes may be left in the library for a limited time only, to permit fair and equitable access to the space available. The Library does not assume responsibility for the collection or security of the boxes or their contents. The proprietary organization must take sole responsibility for the security of the boxes and their contents and agree to these all the terms and conditions when submitting the boxes for display.

10. Donation boxes must be submitted to staff for display with one month written notice and must meet all of the following criteria:
 - a) The proprietary organization is a registered charity;
 - b) The proprietary organization is not of a political or religious nature;
 - c) The "cause" is of local interest;
 - d) The material meets acceptable standards of presentation.

For further information, please contact: Kathy Williams, Director of Public Services at Pickering Public Library: (905) 831-6265 ext. 6251, email kathyw@picnet.org