

## Display Areas

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### **General**

Bradford West Gwillimbury Public Library Board has several bulletin boards and display areas to provide information to the public. The intended use of these areas is for informing the patrons about library programs and services. Space permitting and subject to the following guidelines, the use of bulletin boards and display areas by community groups and individuals is encouraged. The approval process is handled in accordance with the policies of the Bradford West Gwillimbury Public Library Board which reserves the right to refuse to display any materials.

### **Guidelines for the use of community bulletin boards and information displays**

1. Posters and handouts must be of an educational, cultural, recreational or philanthropic nature, or supply information about community or government services.
2. Posters or handouts advertising sales and/or services, other than fundraisers for non profit organizations, are not accepted for display, nor are materials which promote partisan political views or advocate action on behalf of particular organizations.
3. Each item displayed on a bullet board must be initialed and dated by a staff member. This serves as a weeding tool and indicates that the item has a legitimate place on the board.
4. The name of the issuing body must be clearly identified on the poster or handout. such posters or flyers should contain specific information about the time, place and date of the event. Sign-up sheets are not permitted.
5. Posters and handouts should be neat, presentable and of a size appropriate to the ability of the bulletin boards to display them.
6. Although materials meeting the library's guidelines may be left for pick up by the public, the library is unable to accept responsibility for the distribution of periodicals, newsletters or handouts.

## Display Areas

### **Guidelines for the use of community bulletin boards and information displays, continued**

1. The display areas are available to non-profit organizations, educational institutions, community groups and individuals.
2. To be considered for use of any of the display areas an application must be submitted. Please refer to Information for Display Areas for further details. Booking information and applications are available at Borrower Services and on the library website, [www.bradford.library.on.ca](http://www.bradford.library.on.ca)
3. Arts and crafts from local schools may be displayed periodically.
4. Other than through the terms of its insurance policy, the Bradford West Gwillimbury Public Library is not responsible for lost, stolen or damaged materials.

### **Guidelines for the use of hanging areas**

1. The hanging areas are available to local artists, who are invited to apply for consideration to exhibit.
2. To be considered for use of any of the hanging areas an application must be submitted. Please refer to Information for Exhibitors for further details. Booking information and applications are available at Borrower Services and on the library website, [www.bradford.library.on.ca](http://www.bradford.library.on.ca)
3. Artwork from local schools may be displayed periodically.
4. Other than through the terms of its insurance policy, the Bradford West Gwillimbury Public Library is not responsible for lost, stolen or damaged materials.