



## **Guidelines for the display of leaflets and poster in Islington Library and Heritage Services**

The display of information in the form of leaflets, posters, items on community notice boards etc. is an important function of Islington Library and Heritage Services.

### **General Guidelines**

- Because of limited display space within all library buildings, priority will be given to:
- **Libraries Information**
- **Local (i.e. Islington) information.** Events, organisations, courses, etc.
- **Council information.** This includes information that Islington Library and Heritage Services is legally obliged to display
- **Non-commercial information**, defined as below
- **Preference given to “useful” information** rather than leisure-oriented information
- **Equality issues** will be considered when deciding what to display
- **Non-political material**

**All material is displayed at the discretion of the Library Manager.**

### **Non-commercial material is defined as follows:**

- Material “being in the public good”, “hard to find” and “in public demand”
- Material from Charities
- Material from Voluntary/not for profit organizations/associations promoting the organization or a principle, not selling a specific service or event
- Material advertising charity fundraisers, e.g. Bring and Buy sales/fetes etc. But not from a Car Boot sale organizer making money on the event.

### **Community Advertisements**

We will not display bundles of leaflets, posters etc which are selling items or services. These can only be advertised on the Community Advertising Board.

Ads should be postcard size (approx 8 x 13 cm). They can be displayed up to two weeks at a time, but we may remove them sooner depending on the demand for space.

### **We will display:**

Material from Individuals selling single or a limited number of items

Material from “Sole traders” operating from home in a limited way (we do not exclude business cards, provided that they comply with the criteria for acceptability)

Any service defined above which is unlikely to be found in a commercial directory (e.g. Yellow Pages, Thomsons, etc.)

In order to protect children, young people, or other vulnerable groups libraries do not accept adverts for babysitting services. Enquiries should be referred to an approved agency.

Registered childminders can advertise, but your advert must state 'Registered Childminder' or 'Registered with OFSTED' and must have been stamped "Advert Approved" and initialed by a member of library staff who has been shown your OFSTED Certificate of Registration.

If you are looking for a childminder you are reminded that any such adverts are not a recommendation by Islington Library and Heritage Services, and that you will need to verify the qualifications and suitability of the childminder yourself

## **Disclaimer**

The following disclaimer will be displayed in a prominent place:

**"Please note that any item displayed here is neither endorsed nor guaranteed by the London Borough of Islington. The Library Manager has the final decision on whether or not any notice should be displayed."**

## **Leaflets**

Leaflets on general display will include events, entertainment, local information, Council information, courses and classes, Government information e.g. benefits leaflets, information from national organizations. **We will not display bundles of leaflets, posters etc which are selling items or services. These can only be advertised on the Community Advertising Board.**

Leaflets on display in children's libraries will include information for children, and/or parents and carers, including events, activities, and Council information.

## **Posters**

Because of space constraints in all libraries the following guidelines will apply:

- Priority given to A4 size rather than A3 or larger
- Priority given to local events and organisations
- Generally, only posters for events taking place in Islington will be displayed
- Strictly "commercial" posters will not be displayed

## **Electronic information**

These guidelines will also apply to material accessed via the online Directory of Local services, including websites bookmarked for public access; and any other form of electronic information which the Library and Information Service is displaying to the public.

## **Council complaints procedure**

If you are dissatisfied with a decision related to this policy, you have recourse to the Council complaints procedure.

Implementation is the responsibility of the Library Manager at each site.

This document is a statement of policy made available to members of the public on request, and published on the Council website, in accordance with the Freedom of Information Act.

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