

# DISPLAY OF NOTICES, POSTERS AND LEAFLETS IN LIBRARIES

## Policy Statement

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1. Notices, posters and leaflets should be acceptable to public taste and decency, as judged by local library staff, and exclude advertising of tobacco or alcohol and the use of offensive images or language.
2. Service **priorities** for the display of materials are as follows:
  - (i) Statutory
  - (ii) Local authority
  - (iii) Cultural
  - (iv) Educational
  - (v) Charitable
3. Wiltshire Council does not endorse products or services advertised on library premises or warrant the quality of such products or services.
4. Space for displaying notices, posters and leaflets in all Wiltshire libraries is limited. The following **criteria** will apply:
  - Only specific events that are open to all will be displayed.
  - Events advertised must be relevant to the local community.
  - All materials must be printed or typed, of good visual quality and easy to read. Posters should normally not be larger than A4 in size.
  - All materials will be placed on display by library staff who will ensure that the material is accessible to all.
  - Materials will be displayed for a period of no more than four weeks before the date of an event being publicised.
  - **Political material.** We will not display material of a political nature that seeks to persuade members of the public to a particular point of view. We will however display notices about the surgeries of local MPs and Councillors.
  - **Religious material.** We will accept posters publicising meetings or services. We will not accept posters or leaflets that

seek to change or influence a person's existing beliefs or endorse a course of action.

- **Commercial material.** We cannot accept material advertising commercial businesses products or services; however posters giving details of events of educational, health, cultural or social interest to the local community may be accepted. We will not display posters offering personal one to one services e.g. tuition or counselling services.
5. Wiltshire Council supports and promotes access to information for all. This policy is in keeping with the Council's aim to provide equal service provision regardless of race, religion, age, gender, sexual orientation or disability.
  6. The service reserves the right to refuse notices, posters and leaflets that the contravene terms of this policy or the County Council's democratically approved policies. If you feel a misinterpretation has taken place, please write to:

Assistant Director, Community Services Department  
Libraries, Heritage and Arts Branch  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire BA14 8BS

Enclosing samples of the materials in question.