

## Mississauga Library Community Board Posting Guidelines

(Revised December 03, 2020)

### Purpose

To standardize the Community Board postings at all Mississauga Library locations.

### Guidelines

- The library does not distribute or post electronic promotional materials
- All postings should be professional looking, no tear tabs
- Postings will be taken down after the advertised event. Postings without an event will be kept up for 3-6 months.
- We can only post one poster per library location, only on one board
- We will accept a limited number of pamphlets - 25 for locations, 50 for Central
- Materials must be dropped off at individual locations for posting, staff will not distribute to other libraries
- Materials cannot be submitted electronically
- The material posted should be relevant to that location's community
- Postings cannot advocate a particular religious, political or partisan position
- All materials must be written in French or English or include a translation
- All material submitted becomes the property of the library and will not be returned
- Any material placed or posted without authorization will be removed
- Selling, soliciting, polling or distributing surveys is not permitted in the library without the permission of the Director or designate. Application for permission must be made in writing to the Director.
- All submitted materials should be no larger than 8 1/2" x 11"
- Postings must be received at least 14 days and no more than 3 months in advance of an event

Staff cannot guarantee that all items will be posted; postings are based on available space and appropriateness of the posting. Priority is given to Mississauga Library and City of Mississauga postings.