

Mississauga Library Community Board Posting Guidelines

(Revised February 2024)

Purpose

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

The Library cannot guarantee that all submitted items will be posted, based on appropriateness of the posting, available board space, and staff capacity. Posting priority is given to Mississauga Library and City of Mississauga items.

Printed materials can be dropped off at [Library locations](#) for consideration or submitted electronically in pdf format to Support.Library@mississauga.ca.

Guidelines

- The library only accepts postings from **not for profit groups and events**, you may be asked to provide your registered charity number.
- Postings must be received at least 14 days and no more than two months in advance of an event.
- All submitted materials should be no larger than 8 1/2" x 11".
- The library does not distribute or post electronic promotional materials on our website or social media channels.
- All postings should be professional looking. Library staff will determine if items meet standards.
- Postings will be removed after the advertised event. Postings without an event will be removed after a month.
- We can only post one poster per library location on the designated community board or space.
- We can only accept a limited number of pamphlets – up to 25 per locations.
- The material posted should be relevant to that location's community or neighbourhood. Not all postings will be put up at all locations.
- Postings cannot advocate a particular religious, political or partisan position.
- We can only accept materials in English or French.
- 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 Library Director or designate. Application for permission must be made in writing to the Director.

For profit businesses can contact the City of Mississauga's [Sponsorship and Advertising](#) department for more information on how to advertise in the Library.