

Poster and Leaflet Policy

General principles

Leeds Library and Information Service aims to provide an outlet for Leeds City Council and local community information, material that relates to learning, culture and health, and material that promotes national government and cultural programmes.

All posters and leaflets are displayed at the Library Manager's discretion. The Library Manager will always pay due regard to equality and diversity as per the Equality Act 2010.

Priorities for displaying materials

Space for the display of posters and leaflets is limited, so materials will be displayed in the following order of priority:

1. Leeds Library and Information Service.
2. Information relevant to the local area and the immediate vicinity.
3. Leeds City Council – other departments.
4. Information produced by Central Government/essential public services, e.g. Police, NHS.
5. Educational and cultural activities.
6. Other.

Acceptance criteria

Material will only be displayed when space is available in an appropriate designated area.

- Posters should preferably be A4 and in portrait layout. Some libraries can accommodate A3, please ask in your local library for details.
- Leaflets should be no larger than A5.
- A maximum of 5 leaflets in smaller libraries, and 10 leaflets in larger libraries, can be accepted if space allows.
- Information must be clear, current and well presented.
- Material should include the name of the organisation and contact details.
- Material must not breach copyright.
- Please ensure you have permission for any images used.
- Leeds City Council cannot be held responsible for content produced by third parties.
- Libraries will not print out posters or leaflets for display on customers' behalf.

Material that cannot be displayed in an appropriate designated area due to lack of space will be placed in Community Information Folders.



Posters and leaflets cannot be displayed permanently:

- Items will be displayed for up to 4 consecutive weeks on noticeboards/poster strings/leaflet racks if space and demand allows.
- Items will be displayed for up to 3 months in Community Information Folders if space and demand allows. After 3 months an updated version of the item must be provided if it is to remain in the folder.

Material that cannot or will not be accepted

Libraries offer a friendly, neutral space, and therefore materials that promote a particular view of ethical, moral or political issues that could offend sections of the local community will not be displayed.

The following will not be displayed:

- Material that is illegal, inflammatory or offensive.
- Material from any political party (an exception is local members' contact details, these must be removed 6 weeks before elections).
- Material of a campaigning nature e.g. pressure groups seeking to exercise political influence, unless such campaigns are supported by Leeds City Council.
- Petitions, unless specifically authorised by Leeds City Council
- Material that is directly fundraising, including material that asks for subscriptions and donations, unless supported by Leeds City Council. This also applies to collection boxes and raffle tickets.
- Material advertising commercial goods and services, unless part of paid for advertising (this is available at some libraries, please ask).

Religion or Belief

Leeds Library and Information Service **will** accept material publicising religious services, meetings and events held in religious buildings. The priorities and acceptance criteria listed above will be applied.

Leeds Library and Information Service **will not** accept material that tries to change the existing beliefs or value systems of individuals or that advocates a particular course of action – e.g. “Join our church now”.

Display screens/digital signage

In libraries that have this facility the priorities and acceptance criteria listed above will be applied. For details of suitable files/formats please ask in the library as these may vary.

Bulk Distribution

For information about distributing material to several libraries please see the Bulk Distribution document.

In the event that you feel this poster and leaflet policy has not been followed please bring it to the attention of a member of staff.



**Leeds Library and
Information Service**
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