

## DISPLAY OF NOTICES IN KINGSTON LIBRARIES

The policy of Kingston Libraries is to provide the public with the fullest information possible within the limited space available in each library. In order to meet these criteria the following rules will apply to the display of notices.

In order of priority the following notices will be accepted for display

1. Notices which we must by law display e.g. those for forthcoming elections
2. Notices produced by the departments of Kingston Council or by Neighbourhood or Council committees
3. Notices produced by Council leisure venues in the Borough e.g. the Kingfisher
4. Notices produced for local events and sponsored by Kingston Council
5. Notices produced by not for profit organisations including religious bodies, local clubs and societies
6. Notices for clubs and societies or non-profit organisations based outside the Borough

The following notices will not be accepted for display

1. Those for individual political parties
2. Anything that could be seen as promoting religious or cultural intolerance
3. Notices offering private tuition including music, dance and drama
4. Anything of a commercial nature except for events sponsored by the Council or events organised by a local club or non-profit organisation
5. Any notice that is handwritten or otherwise deemed to be untidy
6. Notices for individual adult education classes – these will be accepted but placed in a separate folder with others of a similar nature

There is limited display space in all libraries so we cannot guarantee to display all items that are handed to us that meet the order of priority as set out above. We will however do our best to display a range of posters at any one time.

Notices must be handed to a member of staff and not put directly on the noticeboards.

Notices will be displayed at the discretion of the Library Manager who will if necessary seek authorisation from the Information Librarian Margaret Mitchell. Any queries should be directed to Margaret Mitchell at Kingston Library on 020 8547 6407. Or by email to [margaret.mitchell@rbk.kingston.gov.uk](mailto:margaret.mitchell@rbk.kingston.gov.uk)



INVESTOR IN PEOPLE

[www.kingston.gov.uk/libraries](http://www.kingston.gov.uk/libraries)