

## DISPLAY OF NOTICES, LEAFLETS AND FLYERS 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, leaflets and flyers.

In order of priority the following notices, leaflets and flyers will be accepted for display

1. Those which we must by law display e.g. those for forthcoming elections
2. Those produced by the departments of Kingston Council or by Neighbourhood or Council committees
3. Those produced by Council leisure venues in the Borough e.g. the Kingfisher
4. Those advertising activities and events for children. These will be displayed in folders and held in the Children's Library / Area. Where space allows, copies of flyers and leaflets will also be put on separate display. Priority will be given to events and activities taking place within the borough of Kingston.
5. Those produced for local events and sponsored by Kingston Council
6. Those produced by not for profit organisations including religious bodies, local clubs and societies
7. Those for clubs and societies or non-profit organisations based outside the Borough

The following notices, leaflets and flyers 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. Those offering private tuition which is defined as one to one tuition covering any subject.
4. Anything of a commercial nature except for events sponsored by the Council, events organised by a local club or non-profit organisation and children's activities and events
5. Any notice that is handwritten or otherwise deemed to be untidy
6. Those 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, leaflets and flyers must be handed to a member of staff and not put directly on the notice boards or added to display spaces in the libraries.

Notices, leaflets and flyers will be displayed at the discretion of the Library Manager who will, if necessary, seek authorisation from the Service Development Librarian: Information and E Resources.

Any queries should be directed to Alex Webb Service Development Librarian: Information and E Resources : tel. 020 8547 6407 or email: [alex.webb@rbk.kingston.gov.uk](mailto:alex.webb@rbk.kingston.gov.uk)