

Torfaen Library and Information Service Poster and Leaflet Policy

General Principles relating to all policies for the acceptance of notice & posters, leaflets & publications, and displays:

We support the dissemination of factual information that is relevant to the local communities we serve. We give priority to local information, particularly those posters, leaflets and displays that relate to learning, culture and health. In addition, we support the promotion of information for the purposes of community cohesion and national government and cultural programmes.

The criteria have been drawn up to protect the Libraries' standing in the community as an unbiased source of public information to which all users have access.

Our priority is to display information in the following categories:

- Information we are legally obliged to display.
- Torfaen Library and Information Service notices
- Torfaen County Borough Council notices and services
- Activities and information relating to the library service's core roles of reading, information, learning and wellbeing.
- Information relevant to the local area and the immediate vicinity.
- Cultural events within reasonable travelling distance
- Information on tourist attractions within reasonable travelling distance.
- Information produced by Welsh Government and essential public services.

Acceptance criteria

Material is only displayed or retained in Community Information/Events folders when space is available. Some libraries do not have space for notice boards or display boards and information is maintained in Community information/Event folders.

- Posters should preferably be A4 and in portrait layout.
- Leaflets should be no larger than A5
- All posters should pay due regard to equality and diversity as per the Equality Act 2010.
- Relevance of the poster according to our priority categories for display. The choice of material displayed is the decision of local staff.
- Material is displayed on the clear understanding that Torfaen CBC does not endorse or recommend any non-TCBC services, events or products displayed.
- Posters and leaflets must be provided in paper form. We will not print out any electronic posters or leaflets for display as this incurs a cost.

We will not accept:

- Posters, leaflets and displays that are poorly produced, handwritten, or which contain unclear, ambiguous or out of date information.
- Material seeking to promote a particular political or religious viewpoint or pressure group. We will not accept posters, leaflets or displays that encourage petitions or which seek to change existing belief or value systems.
- Material advertising commercial goods and services
- Material from any charitable or other organisation which asks directly for money to support that charity/organisation

No guarantee will be made to display any material supplied or to confirm the length of time of display.

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg