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## **POLICY ON THE DISPLAY OF POSTERS NOTICES & LEAFLETS IN INVERCLYDE LIBRARIES, MUSEUMS AND ARCHIVES**

## **Introduction**

Inverclyde Libraries, Museums and Archives supports and encourages access to information for all, enabling individuals to make informed decisions. We encourage local organisations to disseminate information through posters, notices and leaflets. However, display space in our libraries and museum is in high demand and often very limited. Consequently it is not always possible to meet this demand. The following criteria have been produced to help staff ensure that organisations and individuals are fully aware of what is acceptable and can be displayed. Materials which can be displayed, and the length of time material can be displayed, is at the discretion of the Library Supervisor or Museum Curator, and will depend on space available and the priorities listed below. Management will always pay due regard to equality and diversity as per the Equality Act 2010.

## **General Criteria**

1. No material will be accepted for permanent display, and staff will use their discretion to ensure displays are timely.
2. Staff will not print posters or leaflets for display on customers' behalf.
3. Posters should not be larger than A4. Larger posters will only be displayed if space permits.
4. Posters should be typed or printed, of good visual quality, easy to read and current. We will not accept posters that are hand-written or faxed.
5. Language used in posters should be clear and should not be likely to cause offence.
6. Posters must not breach copyright law. Please ensure you have permission for any images used.
7. All posters must show details of the persons or organisations responsible for them, together with contact details through which the Press and public may contact them directly.
8. Posters may only be placed on display by Inverclyde Libraries, Museums and Archives staff. Material displayed without the approval of staff will be removed.
9. Inverclyde Libraries, Museums and Archives cannot be held responsible for the loss or defacement of posters and staff will remove any defaced material.
10. Posters are displayed on the clear understanding that Inverclyde Council does not endorse or recommend any non-Inverclyde Council services, events or products displayed in its libraries, museum or archives.
11. Inverclyde Libraries, Museums and Archives are not bound to accept any particular poster. All material accepted will be displayed at the discretion of the Library Supervisor or Museum Curator.

## **Priorities of Poster Display**

Space for the display of posters is limited, and varies between each facility, so in order to provide a consistent service for our customers in libraries, museums and archives we will display posters in the following order of priority:

1. Inverclyde Council statutory notices
2. Inverclyde Libraries, Museums and Archives notices and events
3. Other Inverclyde Council information

4. Information from the Scottish Government and public services e.g. Police, NHS, public utilities.
5. Events and information from local community organisations, clubs and societies

### **Material allowed in posters**

1. Cultural events e.g. theatre, music, art exhibitions.
2. Social, sporting and other local events/activities including material from commercial organisations and self-employed individuals (e.g. slimming clubs).
3. Tourist information.
4. Education or leisure courses, lectures, etc.
5. Material publicising religious services, meetings and events which does not try to change existing beliefs or value systems of individuals or that advocates a particular course of action e.g. 'Join our church now'.
6. Details of public meetings organised by political/pressure groups to debate issues e.g. hunting, nuclear disarmament – but not posters simply advocating a viewpoint.
7. Details of local clubs and societies.
8. Events for children e.g. Brownies, swimming clubs where childcare **is not** the primary purpose.
9. Posters advertising surgeries by parliamentary representatives and local councillors will only be displayed within the relevant constituencies.

### **Material not allowed in posters**

1. Illegal, inflammatory or offensive language.
2. Material likely to cause offense to public taste or decency, or cause a breach of the peace.
3. Party political propaganda.
4. Campaigns by pressure groups unless supported by Inverclyde Council.
5. Petitions unless supported by Inverclyde Council.
6. Fundraising (e.g. raffles, sponsored walks) unless supported by Inverclyde Council.
7. Material of a personal nature.
8. Material appealing for donations of money or other goods, including collection boxes and raffle tickets, unless endorsed by Inverclyde Council.
9. Commercial goods or services (e.g. plumbers, employment agencies) except those which promote social, sporting or other events/activities as outlined above.
10. Job vacancies unless from Job Centres.
11. Material advertising an early years (i.e. 0-5 years) childcare setting; this includes nurseries, preschools, playgroups and childminders. Information covering all aspects of childcare is available from the Inverclyde Childcare Information Service (<https://www.families.scot/LocalChis.aspx?chisid=5>)

If you feel that this posters and leaflets policy has not been followed, please bring it to the attention of a member of staff. All posters and leaflets are displayed at the discretion of management, and, in the event of any dispute, the decision of the Libraries Team Leader will be final.

Any comments, queries or complaints regarding this policy should be addressed to:

Libraries Customer Services Officer  
Inverclyde Libraries HQ  
Wallace Place  
GREENOCK  
PA15 1JB  
Tel: 01475 712330  
Email: [library.central@inverclyde.gov.uk](mailto:library.central@inverclyde.gov.uk)

Strategy / Policy Name:	Posters & Leaflets Policy
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