

Exhibitions, leaflets and posters in Bolton libraries

Why do we display leaflets and posters and welcome temporary exhibitions?

Where possible as a library service we aim to provide an outlet for council and local community information.

What are our priorities?

In order to provide a consistent service for all our customers in all libraries, we will display materials by the following order of priority:

- Library notices and events
- Other council information
- Information produced by Central Government departments and essential public services e.g. DfES, Police, NHS, utilities
- Events and information which is of interest to the local community, prioritising Bolton groups and organisations

What can we accept?

Space for display in libraries is limited so please ensure that your poster is:

- No larger than A4
- Clear (print size 14 point or above), current and of good quality
- Includes the name of your organisation and contact details

Material which cannot be displayed on notice boards due to lack of space or time limitations will be placed in public information folders which are available to all customers.

What can we not accept?

- Those that are illegal, inflammatory or offensive
- Those from any political party
- Those of a campaigning nature e.g. pressure groups seeking to exercise political influence, unless such campaigns are supported by Bolton Council
- Petitions, unless specifically authorised by Bolton Council
- Those that are directly fundraising, including material that asks for subscriptions and donations, unless supported by Bolton Council. This would also apply to collection boxes and raffle tickets
- Those advertising commercial goods and services

What about displays and exhibitions?

- A booking system will operate at individual libraries. If no room is available, other libraries will be suggested as alternative sites
- Exhibitors are responsible for erecting, dismantling and transporting displays
- Artists wanting to exhibit their work at Harwood Library must express interest through the booking process at the library. Please ask a member of staff for further details
- Organisations providing their own boards must ensure they are suitable for the purpose and do not pose a health and safety risk
- Library staff reserve the right to dismantle displays at the end of their allotted time if they are not collected as arranged
- Bolton Council is not responsible for loss of, or damage to, any display

A final word...

Any concerns about the suitability of a display, leaflet or poster will be referred to a member of the Libraries Management Team before a formal agreement is reached with the organisation or individual. The library service reserves the right to refuse to display a leaflet or poster which contravenes the policy stated in the above guidelines, and to remove material which contravenes the policy guidelines.

Bolton Council does not endorse or recommend any of the activities or services advertised, other than those it or its partners provide.

www.bolton.gov.uk/libraries