

Displays, posters and leaflets in Devon libraries

Factsheet 4

This factsheet offers general guidance only. Our full policy on displays, posters and leaflets in libraries is available on request and can be viewed on our website at www.devon.gov.uk/libraries

What kind of material may I display?

Where we have space available, we can accept most material that is of a reasonable standard of physical presentation, but there are some categories that may not be displayed.

Advertising of non-Devon County Council goods and services is acceptable only in the fields of education, health facilities and tourist attractions. The only jobs that may be advertised are volunteer or Devon County Council posts, except for on Jobcentre boards.

Displays, posters or leaflets will not be accepted if they are:

- Of a party political nature produced by official political parties or affiliated organisations, or seek to persuade the public to a particular party political view
- Illegal or offensive to public taste and decency
- Appealing for money or donations

We reserve the right to refuse displays, posters or leaflets which

- Are deemed capable of provoking a breach of the peace
- Advertise events or campaigns where any of the following apply:
 - Little or no factual information is provided
 - A formally constituted group or organisation is not responsible and identified as such
 - No contact details for the group or organisation are included
 - Highly emotive, strident or abusive language is used
- Are of a personal nature

Petitions, canvassing and surveys are not normally allowed on library premises, although surveys may be included in the context of a display. You are welcome to staff your display and answer questions, but you must not approach members of the public.

How do I get my material displayed?

Just hand your posters or leaflets to a member of library staff – printed copies only, please, as we don't print emailed material. For displays, contact the relevant library. In the larger libraries, you may be asked to complete a booking form, and they may already be booked a long way ahead.

Can you lend me display boards?

Only the largest libraries have boards (for use in the library only), so please ask staff. If you use your own boards, you must make sure that they are safe, as you will be liable if they injure anyone.

For how long and how often may I put up a display?

Posters and leaflets will be displayed for limited periods, subject to space considerations, with precedence being given to local material. The maximum period for displays is normally two consecutive weeks. Each organisation may have one display within a year, plus one as part of an "umbrella" display including several different organisations.

Is there a charge for having a display in the library?

Most displays are free, but if you sell or advertise goods or services, you will be charged. There is a reduced rate for displays put on by:

- Independent schools
- Health centres / groups where any or all of the services promoted are private
- Tourist attractions
- Individual art / craft workers or amateur art / craft groups selling items or accepting orders (these may choose instead to pay 20% commission on all sales / orders plus VAT).

If your display generates money, you will be responsible for handling and securing it: library staff cannot do this for you.

Please ask staff for current rates of charge.

What else do I need to know about displays?

- Your display must carry details of the person or organisation responsible for mounting it, together with contact details through which the press and public may contact the organiser direct
- If you wish to use any electrical equipment of your own, you will have to complete a "Request to use electrical equipment on library premises" form

- We cannot accept responsibility if your material is damaged or disappears, and we advise you to arrange insurance cover
- Booking or hiring of a display period does not entitle you to exclusive use of available display space

What are the arrangements for setting up and dismantling displays?

You will need to make your own arrangements to set up and dismantle your display and to move it to, from, or between libraries. Please make sure you remove it by the agreed time and date: otherwise library staff may dismantle it and you may be charged for their time.

Is there any risk of you cancelling my booking?

We will make every effort not to, but we reserve the right to do so in case of need. If we do, we will refund any fees you may have paid us but we will not be responsible for any other losses.

What if my material isn't accepted for display?

Posters and leaflets can be put on file for a limited period and made available to any enquirers. If you think your material has been unreasonably refused, you should contact the Standards and Customer Projects Manager at Library Headquarters.

Contact details

Address: Devon Libraries
Headquarters
Great Moor House
Bittern Road
Sowton
Exeter
EX2 7NL

Phone: 01392 384315

Fax: 01392 384316

Email: devlibs@devon.gov.uk

Different formats

If you would like a summary of this in a different format such as large print, Braille or tape, or in a different language, please contact our Customer Service Centre on 0845 155 1015 or email customer@devon.gov.uk

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