

Purpose: Brooks Public Library makes provisions for the distribution of information to the public. As space is limited, the first priority of these spaces is to provide information on the library's programs and services. If space permits, individuals and community groups are welcome to submit materials, subject to the following guidelines:

1. Materials must be authorized by the Library Manager or a designated staff member. Unauthorized materials will be removed.
2. Only one posted item per group will be displayed at one time.
3. Materials will not be accepted more than 30 days prior to the date of an event and will be removed immediately following the event completion.
4. Information such as name, date, time, location, or fee must be included.
5. Materials that advertise or endorse a private or corporate business will not be accepted.
6. Personal ads, notices, petitions, notices of items for sale or rent, or political campaign advertising will be refused.
7. Materials that violate any provincial or federal legislation will be refused.

Approved by: _____

Board Chair

Date Approved: January 28, 2019