

DISPLAY OF POSTERS, NOTICES AND LEAFLETS GUIDANCE

A Guide to Display of Posters, Notices and Leaflets in High Life Highland Libraries

High Life Highland Libraries provide access to Highland Libraries, Highland Council and local community information including material that relates to learning, culture, health and wellbeing.

A vast quantity of this kind of literature is received in libraries over the course of a year and display space is often very limited. As a result, it is not always possible to meet this demand and the following criteria have been produced to provide clarity and help staff ensure that organisations and individuals are aware of what material can be accepted for display.

It is impossible to display everything, and this guidance sets out what should be displayed in priority order. The actual quantity of material that can be displayed will vary greatly according to the quantity of materials sent out to libraries, at any one time, and the size and physical space available in individual libraries. The length of time material can be displayed is at the discretion of the library manager and will depend on the space available and the priorities listed below:

The priorities for displaying leaflets and posters in libraries are as follows:

1. High Life Highland Libraries information and promotional materials
2. High Life Highland information about its services, learning and cultural activities and events
3. Highland Council and Government information including contact details for local councillors, MSPs, MPs, and MEPs
4. Community information relevant to the local area
5. Government information relating to public services. For example, Scottish Police and NHS
6. Information from charitable and not-for-profit organisations that is of interest to the local community

Acceptance criteria:

- Material will only be displayed when space is available in the appropriate designated area
- Posters should preferably be A4 and in portrait layout although some libraries can accommodate larger posters
- Posters should be printed, of good visual quality, easy to read, current and should include the name of the organisation and contact details (hand-written posters will not be accepted)
- Material must not breach copyright
- High Life Highland cannot be held responsible for content produced by third parties and does not endorse or recommend non-High Life Highland services, events or activities

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- No material will be accepted for permanent display and staff will use their discretion to ensure displays are timely
- Space is limited, so a time limit of 4 weeks will be observed unless there is a requirement to display the item for a longer or shorter period. For example, planning applications or a dated event
- Posters may only be placed on display by High Life Highland staff
- High Life Highland Libraries is not bound to accept any particular poster. All material accepted will be displayed at the discretion of the library manager

Material not accepted:

- Political material. We will not display material of a political nature that seeks to persuade members of the public to a particular point of view. We will however display notices about the surgeries of local MPs and Councillors
- Religious material. We will accept posters publicising meetings or services. We will not accept posters or leaflets that seek to change or influence a person's existing beliefs or endorse a course of action
- Commercial material. We cannot accept material advertising commercial businesses, products, or services

High Life Highland supports and promotes access to information for all. This policy is in keeping with the company's aim to provide equal service provision regardless of race, religion, age, gender, sexual orientation, or disability.

The library service reserves the right to refuse notices, posters and leaflets that do not fit the terms of this guidance. If you feel a misinterpretation has taken place, please write to:

High Life Highland
The Library Support Unit
31A Harbour Road
Inverness
IV1 1UA

Please enclose samples of the materials in question.

You can also email libraries@highlifehighland.com, enclosing an electronic copy of the material you wish to display.