



# Posters, Pamphlets & Publications GUIDELINES

- Management** (applies to directors, senior managers, managers of branches)
- Exempt** (applies to exempt personnel)
- Operational** (applies to all SPL personnel)

Owner: Director, Public Services

Last Reviewed: 2024-03-20

Last Revised: 2024-03-20

## Purpose

These guidelines give direction for accepting and displaying posters, pamphlets and publications that align with Saskatoon Public Library's (SPL) mandate.

## Guidelines

### Posters

Posters and notices are handled on a regular basis to keep our display spaces fresh and to remove outdated content.

### Accepting Posters

- SPL focuses on providing access to information about free community events and non-profit organizations. We do not display political propaganda, job advertisements, lost and found notices, posters that promote a business or any other poster that financially benefits the poster owner.
- We accept one of each poster per location and don't post more than one poster per event.
- If the poster does not meet our guidelines it is not accepted.

### Posting Priorities

- 1) Events put on by non-profit organizations offering learning or entertainment opportunities that are open to everyone, free to attend.
- 2) Informational posters by governmental or non-profit entities (e.g. Saskatoon Health Region).
- 3) Performance, cultural or musical events put on by non-profit organizations (e.g. Persephone Theatre, Saskatoon FolkFest, Saskatoon Jazz Festival, etc.).

## **Accepting Pamphlets & Publications**

- SPL focuses on providing informational pamphlets and publications from non-profit or community organizations, including partners. We do not display commercial flyers or advertisements, political or government propaganda, religious materials or anything that denigrates or denies the rights of others.
- Materials must contain the name of the publishing organization.
- If the pamphlet or publication clearly does not meet our guidelines, it is not accepted.