

## Bexley Libraries

### General guidelines on the display of material:-

Material for display will be given priority in this order:-

- London Borough of Bexley and other Statutory notices, e.g. elections
- Information about Bexley Library Service & events taking place in Libraries
- Notices from London Borough of Bexley
- Posters advertising one off cultural or educational events taking place within Bexley Borough
- Bexley community groups' dated events
- Notices or interest or help to the local community, e.g. blood donor sessions

All posters, notices, leaflets and display material should be:-

- Of a high standard
- Professionally printed or computer generated
- Hand-written notices will not be displayed
- On good quality paper
- Clearly identifiable as to their source
- A4 or smaller is preferred, although managers can use their discretion
- In a suitable format. Leaflets must be displayed in purpose made holders either supplied by the venue, or the organisation if part of a display. Managers will have the right to refuse leaflets that cannot be displayed tidily, e.g. credit card sized or very long, floppy leaflets

Members of the public must present all material to Library staff. The length of time material is displayed is at the discretion of the manager and will depend on the space available and the priorities listed above. Posters relating to a long running event might not be displayed for the whole length of the event.

As a general rule posters, leaflets and displays that seek to inform are permitted, but those that are designed to influence a person's beliefs or put across a particular viewpoint are not.

Bexley Libraries can distribute suitable posters for display in other libraries in the Borough.

### Content of posters, notices and leaflets:-

Examples of material that can and cannot be displayed are listed below:

	<b>Can display</b>	<b>Cannot display</b>
<b>Political</b>	<ul style="list-style-type: none"><li>• Information about public meetings, events and talks</li><li>• MPs and Councillors' surgeries</li></ul>	<ul style="list-style-type: none"><li>• Campaigning material for individual parties</li><li>• <b>At election time</b> no material relating to political activity may be displayed from the date on which nominations close until the day after polling</li></ul>
<b>Religious</b>	<ul style="list-style-type: none"><li>• Information about public meetings, events, talks and musical events</li></ul>	<ul style="list-style-type: none"><li>• Campaigning material or material aimed to convert</li></ul>
<b>Pressure Groups and</b>	<ul style="list-style-type: none"><li>• Details of public meetings</li></ul>	<ul style="list-style-type: none"><li>• Petitions or literature only representing particular</li></ul>

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	<b>Can display</b>	<b>Cannot display</b>
<b>campaigns / petitions</b>		viewpoints
<b>Commercial / personal advertising</b>	<ul style="list-style-type: none"> <li>• Educational courses</li> <li>• Information about one-off community events, with commercial sponsorship</li> </ul>	<ul style="list-style-type: none"> <li>• All other commercial / personal advertising</li> </ul>
<b>Fundraising material / Charities/ Volunteering</b>	<ul style="list-style-type: none"> <li>• Material advertising local fundraising events</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing information on charity membership, fundraising campaigns, e.g. local charities</li> <li>• Charity boxes and raffle tickets (no cash handling responsibilities are acceptable)</li> </ul>
<b>Tourist leaflets</b>	<ul style="list-style-type: none"> <li>• Priority given to London Borough of Bexley, London and Kent space permitting</li> </ul>	
<b>Local Missing persons</b>	<ul style="list-style-type: none"> <li>• If produced by a recognised organisation, e.g. National Missing Persons Helpline or the police</li> </ul>	<ul style="list-style-type: none"> <li>• Animals or missing items</li> </ul>

Staff are required to consider the following legislation when displaying material in Council property:

- *Indecent Displays (Control) Act 1981 –( <http://www.legislation.gov.uk/ukpga/1981/42/contents> ) it is an offence to display public material which may cause offence, is indecent or obscene*
- *Local Government Act 1986 section 2 ( <http://www.legislation.gov.uk/ukpga/1986/10/contents> ) - local authorities are prevented from publishing material designed to affect support for a political party*