

Attachment B: Staff Procedures for the Display and Distribution of Community Information Publications

Community Bulletin Boards (mandatory)

- Staff is expected to monitor the Community Bulletin Board on a regular basis to ensure that all postings are neatly displayed, timely and in accordance with posting guidelines.
- When receiving a flyer/sign for posting on the Community Bulletin Board, staff should determine whether or not the item is appropriate according to policy (see Library Guidelines for the Display and Distribution of Community Information & Publications).
- Questions about the appropriateness of a flyer/sign for display should be referred to the site supervisor and/or chief librarian.
- Staff is to write the posting date and their initials on the back in pen.
- When possible, the flyer/sign should be posted by the customer.
- When the Community Bulletin Board is full or not neat in appearance, staff is to remove out of date and inappropriate flyers/signs and discard.

Community Information Kiosks (optional)

- Staff is expected to monitor the Community Information Kiosk (i.e. free literature display & distribution racks) on a regular basis to ensure that all publications are neatly displayed, timely and in accordance with distribution guidelines.
- When receiving publications for distribution on the Community Information Kiosks, staff should determine whether or not the item is appropriate according to policy (see Library Guidelines for the Display and Distribution of Community Information & Publications).
- Questions about the appropriateness of a publication for distribution should be referred to the site supervisor and/or chief librarian.
- Inappropriate publications, or publications exceeding the allotted distribution space should be removed and discarded