Community Information Acceptance Criteria

Posters and Brochures

Kitchener Public Library has a dedicated space for community information at each location. The posting of community material is subject to the availability of space.

Kitchener Public Library accepts community information that:
- Promotes an event or initiative sponsored by a registered charity, sustainable non-profit organization or government-supported agency
- and describes a public educational, recreational or cultural event or initiative
- and is relevant to the local community and occurs in the Waterloo Region

All material must:
- Be presented in a professional manner
- Be free of handmade corrections
- Adhere to the Ontario Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or Kitchener Public Library policies
- Not advocate a particular religious, political or partisan position with the exception of all candidates meetings
- Include an English translation if not presented in one of Canada's two official languages

Community information can be submitted at any library location. Acceptable formats are posters and brochures; petitions, surveys, contests, tear off tabs and pledge forms should not be included.

All materials must be submitted in hard copy form; faxed or emailed submissions will not be printed. We will accept 5 posters (no larger than 11 x 17 inches) and up to 100 brochures for distribution.

Dated material will be accepted 2 months prior to the event; submissions less than 2 weeks will not be accepted. Informational posters/brochures will be posted for a maximum of 2 months whenever possible.

Any community information placed or posted without authorization will be removed. All material submitted becomes the property of Kitchener Public Library and will not be returned.

Kitchener
Public Library

Kitchener Public Library is not a distribution site for community newspapers and magazines. Instead these publications may apply to have one copy put on display at each library location. All material will be evaluated based on the Library's Resource Development Policy.

The display of materials does not constitute an endorsement of any group or organization, its policies or beliefs. Nor is the Library responsible for the reliability of information or services posted.

Displays
While our first priority is to display Kitchener Public Library information, we also provide limited space for community information displays at all library locations.

Kitchener Public Library accepts community displays that:
- Provide educational, recreational or cultural information that is relevant to the local community
- Promote an initiative of a registered charity, sustainable non-profit organization or government-supported agency.

All material must:
- Present information in a professional manner
- Be free of handmade corrections, petitions, surveys, contests and pledge forms
- Adhere to the Ontario Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or Kitchener Public Library policies
- Not advocate a particular religious, political or partisan position
- Include an English translation if not presented in one of Canada's two official languages

All requests should be directed to the Marketing and Communications department. The request should include a brief description of the host organization, the content of the proposed exhibit and a photo of the display.

Space will be booked on a first-come, first-serve basis. The location of displays will be at the Library's discretion. Floor displays, signs, promotional materials and all other supplies must be provided by the group hosting the booth. The Library is not responsible for loss or damage of materials.

The community organization will be responsible for the set-up and take down of the display during open library hours. Any materials displayed without authorization will be removed.

The display of materials does not constitute an endorsement of any group or organization, its policies or beliefs. Nor is the Library responsible for the reliability of information or services posted.