



Community Distribution and Display Request Terms of Service

London Public Library provides space for non-profit and community partners to post events on Library bulletin boards and for distribution of community newspapers and flyers, subject to available space, the number of requests and the appropriateness of content.

We do the best we can to display materials, however, display space is limited. We cannot guarantee that we will be able to display your materials or that they will be displayed at all locations or displayed within a specified time period or for a specific length of time.

Community Distribution is guided by London Public Library's [Bulletin Board, Flyer and Free Literature Distribution Policy](#).

To submit a request for distribution:

- Review these terms of service
- Fill out and print a copy of this form or fill out a form at any library location.
- Bring your completed form, along with the items you'd like distributed to the service desk of any London Public Library location.

Terms of Service:

- All requests for distribution and display at any library location require a signed contact form.
- Posters should be no larger than 8 ½ x 11.
- A maximum of 15 copies of your poster will be accepted. You can choose to leave fewer and note on form which library locations you would prefer.
- A maximum of 200 copies of your flyer or newspaper will be accepted.
- Please time your request to approximately 3 weeks from the week you'd like to see it displayed.
- It may take several weeks for your request to be displayed due to the volume of requests.
- Requests will remain posted for approximately one week, depending upon the number of requests at any one time.
- Due to the high volume of requests we receive, we are not able to provide an update on your request or to store or return your materials to you once you have submitted them as part of your request.
- Priority of space is given to non-profit organizations and free, community events. We are not able to provide distribution and display space for commercial activities.

Community Distribution Request Form

Please complete, print, sign and bring to any London Public Library location with your items for distribution and display. Forms will not be accepted by email, mail or through our return chutes.

I have read and understand the terms of service.

Signature: _____

Name of event: _____

Date of event: _____

of posters (15 max): _____

of Flyers/Newspaper (200 max): _____

Locations for Display: ☐ All OR ☐ only these locations:

Contact's name: _____

Organization's name: _____

Are you a non-profit? Yes ☐ No ☐ (priority is given to free, non-profit events)

Telephone number: _____

Email: _____

Library Staff to complete:

Request received at this Library location:

Date Received: