

Criteria for distribution of community information at EPL

The Edmonton Public Library distributes information in its branches on behalf of community organizations as a free public service provided materials meet acceptable criteria.

EPL distributes materials for a subset of organizations that provide essential city and community services tightly aligned to EPL's core services. These include:

1. Government groups (The City of Edmonton, Government of Alberta, and Government of Canada). Partisan and non-partisan political materials are not accepted.
2. Social services (i.e. Mennonite Center for Newcomers and Catholic Social Services)
3. Government-funded educational institutions for accredited continuing education programs (i.e. Metro Class Calendar, University of Alberta Continuing Education)
4. EPL service partners (i.e. Edmonton Public and Catholic School Boards, The Center for Family Literacy, local community partners)

The priority of our display space is for Library materials. Other materials are accommodated based on tight alignment to EPL services, community interest and available space. Community materials are placed in designated areas only.

Distributed materials must come in the form of a print collateral – poster, flyer, handbill or brochure. Specifically:

- 21 posters — preferred size is 8.5" x 11" or smaller
- 21 bundles of brochures (12 pages or smaller) — 25 per bundle
- 21 bundles of flyers/handbills — 25 per bundle
- Materials with dates need to be submitted more than 2 weeks prior to the event
- Posters or flyers with tear-offs will not be accepted

Materials must also be accompanied by the completed Distribution of Community Information Form only once approval has been granted.