

Department: Social Engagement

Date: June 10, 2025 (Updated)

Prepared By: Social Engagement

Community Boards/Spaces Posting Guidelines

Purpose

To standardize the community information areas (including any boards, shelves, displays, brochure racks, etc.) at all Mississauga Library locations.

The library cannot guarantee that all submitted items will be posted. Placement depends on the appropriateness of the content, available space and staff capacity. Posting priority is given to materials from Mississauga Library, City of Mississauga and Mayor/Council when needed.

- **Posters can be submitted electronically in PDF format to support.library@mississauga.ca.**
- **Printed materials can be dropped off at any library location for consideration.**

For questions, contact support.library@mississauga.ca.

Guidelines

- The library only accepts materials from **not-for-profit groups and events**. You may be asked to provide your registered charity number.
- Postings must be received at least 14 days before an event and no more than two months in advance.
- All submitted posters should be no larger than 8 ½" x 11".
- The library does not post electronic promotional materials on our website or social media channels.
- All postings should be professional looking. Library staff will determine if items meet standards.
- Postings will be removed after the advertised event. Postings without an event will be removed after a month.
- We can only post one poster per location on the designated community board or space.
- We can only accept a limited number of handouts (including pamphlets, postcards, bookmarks, brochures, magazines and newspapers) – up to 25 per location.

- The library does not accept any brochures, magazines or newspaper racks to display items.
- The material posted should be relevant to the location's community or neighbourhood. Not all postings will be put up at all locations.
- Postings cannot advocate a particular religious, political or partisan position.
- We can only accept materials in English or French.
- Any material placed or posted without authorization will be removed.
- Selling, soliciting, polling or distributing surveys is not permitted in the library without the permission of the Library Director or designate. Application for permission must be made in writing to the Director.

For-profit businesses can contact the City of Mississauga's [Sponsorship and Advertising team](#) for more information on how to advertise in the library and other City facilities.