

Purpose: Brooks Public Library makes provisions for the distribution of information to the public. The first priority is to provide information on the library's programs, services, and sponsorship. Individuals and organizations may request to advertise within the Library at a cost.

1. The following guidelines will be used to determine advertising suitability.
 - 1.1. Advertising must be authorized by the Library Manager or a designated staff member.
 - 1.2. Ads expire 3 days after an advertised event is completed. We reserve the right to remove advertising regardless of paid duration.
 - 1.3. Any personal contact information (names, phone numbers, email addresses, and street addresses) require library verification before being included in advertisement content.
 - 1.4. In lieu of paid election advertising, the library will create an advertisement to inform the public of local candidates, official websites, and forums.
 - 1.5. Religious and politically hosted events will run with the byline "hosted by ____", but not the host's logo.
 - 1.6. Materials that violate any provincial or federal legislation will be refused.
2. The Library reserves the right to refuse advertising on any grounds, including misrepresentation, space availability, and content.

Approved by: _____

Board Chair

Date Approved: October 24th, 2022

Attachment A: Advertising Slide Agreement

Run Dates _____

Name of Organization _____

Address _____

Phone _____ Email _____

Contact Person _____

Slides prepared for the advertising monitor will be 10 seconds in length, with a minimum of 18 exposures per hour. Only 20 advertising slots are available concurrently.

(Signature)

(Date)

(Print Name)

(Phone number, if different from above)

Staff Use:

Duration	Slide Changes included	Base rate	Slide Changes/ Exposure Splitting (\$10 per slide)	Total Cost	Payment Received?	<u>Notes</u>
1 Year	11	\$1200				
3 Months	2	\$400				
2 Weeks	0	\$70				

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