

Distribution Form

Community Materials in the Library

Event materials must be received at least 2 weeks prior to an event date.

Only approved materials can be distributed at the Edmonton Public Library.
See back page for acceptance criteria.

Date: _____

Organization: _____

Contact person responsible for material(s): _____

Contact telephone: _____

Title or description of material(s): _____

Type(s) of material(s): Poster Brochure Flyer Other (specify)

Quantity given to distribute: _____

Dropping off materials:

Materials, with completed Distribution Form, may be dropped off at any location or sent to
Marketing and Communications,
700-10235 101 St NW
Edmonton, AB T5J 3G1
For additional forms, visit the Library website at www.epl.ca/information-distribution

Space is limited at our locations. Acceptance of materials does not guarantee display.

EPL reviews requests and arranges for central distribution. As thousands of requests are received annually, the Library is unable to track whether or not materials have been displayed or picked up by the public. Materials submitted for approval will not be returned and the organization will not be called back.

Personal information is collected under authority of the Alberta Libraries Act and the Freedom of Information and Protection of Privacy Act, Section 33C. The information collected on this form is used only for the purposes of administering distribution of community materials at the Edmonton Public Library.

Criteria for distribution of community information at EPL

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 11" x 17" or smaller. Maximum size 18" x 22"
- 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.

Bookmarks are distributed at EPL care of Wild Cards Advertising. Please call 780-488-2797 for more information about this service.