Community Information

The Port Moody Public Library provides space without charge for individuals and organizations to display and distribute information of cultural, educational, or recreational significance. This space includes, but is not limited to, bulletin boards, pamphlet displays, and information tables.

Community Information Board

Please note that space is limited on the Community Information Board. We may not be able to display your materials, even if they meet all the guidelines below. Thank you for your understanding.

Community Information Board guidelines

Materials will not be displayed on the Community Information Board if they are:

- Unsuitable for display in a public space
- Advertising businesses or the sale of goods and services
- Faith-based, partisan, or political

By providing space to display and distribute information, the library does not imply endorsement of the beliefs or viewpoints contained therein. The library reserves the right to refuse to display or distribute information.

How to submit material(s) for the Community Information Board

Posters or flyers can be brought to the Information Desk at the library. These materials will then be submitted for review.

Library staff are not responsible for damage to materials, removal by a third party, or returning materials after use.

Community Information Table

The Port Moody Public Library provides local community organizations the opportunity to host a Community Information Table at the Library. We provide a table where community organizations can promote and distribute information about their services. This service aims to connect library patrons to community services available in the Tri-Cities.

Who can host a Community Information Table

The Community Information Table is available for non-profit community support organizations that provide services in the Tri-Cities area. These may include:

- Settlement agencies
- Employment services
- Municipal and provincial government agencies
- School districts

The Community Information Table cannot be booked by for-profit, religious, political, or partisan organizations.

All organizations and promotional materials displayed at the Community Information Table must comply with the Port Moody Public Library's Community Information policy.

Apply to host a Community Information Table

- The table is available for booking Monday to Saturday, between 10am and 4pm, for a maximum of 2 hours.
- Due to limited space and availability, the Library will host a maximum of one Community Information Table per week.
- Each organization can make one booking every two months.

- Bookings must be requested at least two weeks in advance.
- We will contact you within a week of receiving your application to inform you if your organization's booking request has been accepted.

Please note: This request form does not guarantee a booking, nor can the Library guarantee that your preferred date will be available.

Book the Community Information Table