

Leaflet Management

Leaflets

As space is limited, priority is given to displaying leaflets in the following order:

- Leaflets produced by South Derbyshire District Council
- Leaflets produced by Derbyshire County Council
- Leaflets produced by Partners (eg Sharpe's Pottery, CAB, CVS etc)
- Leaflets produced by Community Groups

South Derbyshire District Council Leaflets may also be displayed at the Medical Centre, Greenbank Leisure Centre, Etwall Leisure Centre, the Library and Sharpe's Pottery and are checked on a monthly basis.

Spreadsheet

An excel spreadsheet is kept by Customer Services of all the leaflets displayed in Reception and the Customer Services Area.

The Spreadsheet is updated when new leaflets are added and existing ones removed.

Re-Stocking

Leaflet stock levels are monitored on a daily basis by the Customer Services Staff and restocking carried out each week. A more thorough check is done once a month.

The leaflet holders have been labelled inside with the name of the leaflet to help with restocking.

Any leaflets that have an end date or expiry date are scheduled for removal in the diary to avoid displaying any out of date leaflets.

Posters

Posters are laminated before being displayed on the external notice boards. Priority is the same as the leaflets and are checked on a weekly basis.