



## Community Information Policy

Board motion number: 2024-027

Date of next review: September 2028

Date: September 25, 2024

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Policy type: Board

Chair's signature: \_\_\_\_\_

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### Purpose

This policy sets the parameters for inclusion and display of community information at the Orangeville Public Library.

### Policy

The Orangeville Public Library makes available information on community activities, agencies and organizations to facilitate access to resources within Orangeville and the surrounding area and as a partner in the promotion of community services and events. The library encourages the display of information, brochures and posters from other organizations so residents can fully participate in community activities.

## 1. Proactive Collection of Community Information and Services

### 1.1. Collection

The library will collect and keep current information on the services of community agencies and organizations. This will include:

- 1.1.1. Municipal services;
- 1.1.2. Community groups;
- 1.1.3. Educational organizations;
- 1.1.4. Health and social services agencies;

## **1.2. Service**

The library will provide convenient and confidential access to information on agencies and organizations. This access may be through print or electronic resources.

The library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner. Patron confidentiality will be respected at all times.

## **2. Community Information (Brochures and Posters)**

The library will make available space to display materials about community activities and events. These may be in the form of a poster, flyer or pamphlet.

### **2.1. Conditions**

- 2.1.1. The display of this material does not constitute an endorsement of any group or event;
- 2.1.2. Items will be displayed for a limited time, subject to the availability of space;
- 2.1.3. The library reserves the right to assess the suitability of the display materials and may refuse to display. Materials may be refused for display based on size, poor production, incomprehensible content, or if listed below under unacceptable materials;
- 2.1.4. The distribution of goods or items (other than information) must be approved in writing by the Chief Executive Officer;
- 2.1.5. Materials for display will be left with library staff and if approved, staff will place, post and remove all materials on the bulletin board and in the brochure racks;
- 2.1.6. Material approved for the bulletin board will bear a library date stamp;
- 2.1.7. While the period of display is at the discretion of the library, every effort will be made to post material up to the dates of the advertised event;
- 2.1.8. All materials become the property of the Orangeville Public Library, and the library will dispose of materials as it sees fit.

### **2.2. Unacceptable Materials**

- 2.2.1. Materials that contravene the *Ontario Human Rights Code*, federal or provincial laws and regulations;

- 2.2.2. Materials whose primary focus is partisan or political in nature, however political materials may be eligible when it announces meetings and forums for discussion of community issues;
- 2.2.3. Faith-based materials whose primary purpose is the promotion of faith, however events sponsored by local religious groups may be displayed;
- 2.2.4. Materials advertising and promoting commercial products or services (unless by an organization renting the meeting room);
- 2.2.5. Personal ads and notices including notices of items for sale or rent.

### **3. Requests for Information Displays**

The library permits information displays at the Mill Street location only. The displays are not to be used for religious, commercial or political purposes.

#### **3.1. Display Space/Table**

- 3.1.1. Written requests for display space should be directed to the administrative assistant. The CEO must approve the request and, in some cases, may determine that the display needs to be staffed by the requesting organization;
- 3.1.2. Displays will be booked on a first come first served basis;
- 3.1.3. Displays will be booked for a maximum of three (3) days unless otherwise approved by the CEO;
- 3.1.4. The library will provide the group with a designated space, table and chairs;
- 3.1.5. Groups will not be permitted to sell items, solicit donations or support to petitions from library users and staff;
- 3.1.6. Any damage caused to the display space or tables of the Orangeville Public Library during the display time will be the responsibility of the group or organization using the space;
- 3.1.7. The library does not accept responsibility for the safe return of display materials including electronic devices. It is strongly recommended any electronic devices be locked at the displayers expense (e.g. Library is not able to provide locks);
- 3.1.8. The Orangeville Public Library reserves the right to refuse a request for an information display.

#### **4. Solicitations**

The library does not permit solicitation within the building or outside the building within 9 metres from any entrance either in person or by petition.

#### **5. Sales**

The library does not permit the sale of tickets or other promotional materials for fundraising or commercial purposes except library or town sponsored events/partnerships.

#### **6. Application**

This policy applies to any individual or group wishing to display and/or distribute information in the library and to all library staff involved in the review and approval of this information.

#### **7. Accountability**

All requests to display and distribute materials will be handled in a fair and consistent manner. Decisions to refuse display or distribution of materials may be appealed. An appeal must be made in writing to the Library Board.