

Display and Distribution of Community Information

General Policy

The Brockville Public Library makes information available on the community activities of non-profit agencies and organizations in order to facilitate access to resources within the community and participate as a partner in promoting community services and events. The Library encourages the display of flyers, brochures and posters regarding events in order that people may become aware of community activities. This policy sets out the types of information suitable for collecting, displaying and distributing promotional materials in the Library.

Guidelines

1. The Library will keep current information as available on the services of non-profit community agencies and organizations. This will include:
 - a. municipal services
 - b. non-profit community groups
 - c. educational institutions
 - d. health and social services agencies
 - e. religious, recreation and cultural institutions
 - f. others as approved by the CEO
2. The Library will provide access to contact information for services and agencies as given on their publications. Other information will be kept confidential and only released with the permission of the agency.
3. Library employees will be knowledgeable about community agencies and organizations and/or locate contact information so as to be capable of referring people appropriately. Customer confidentiality will be respected at all times.
4. The display and distribution of Library resources for programs, events, activities and services is the first priority.
5. The Library will designate other available space to display materials about community activities and events. All materials become the property of the Library. The Library does not return unsolicited material or notify a group if their material is not acceptable for any reason, including lack of space. Only Library employees will place, post and remove all materials in these designated areas.
6. The display of resources does not constitute the Library's endorsement of any group.
7. The Library will not distribute or display the following:
 - a. materials that contravene the Ontario Human Rights Code, federal, provincial or municipal laws and regulations
 - b. materials whose primary focus is partisan or political in nature; political materials may

be eligible when it announces meetings/forums for discussion of diverse and inclusive community issues

- c. faith-based materials whose primary purpose is the promotion of faith; events sponsored by local religious groups may be displayed
 - d. unsuitable formats and oversized display resources
 - e. materials that invite participation in medical research, including trials or testing
 - f. materials advertising and promoting commercial products or services
 - g. personal ads and notices including notices of items for sale or rent
 - h. petitions, contests, surveys, pledge forms (literacy/literary contests permitted)
 - i. fundraising
 - j. multiple copies of the same information
8. For-profit individuals and businesses may add contact information to the Library's newspaper and magazine area with the approval of the CEO.
9. Any challenges or appeals will be resolved by the CEO.

Board Motion Number 020-2014 Date: June 23, 2014

Signature of Chairman _____