

Niagara-on-the-Lake Public Library

Policy Type: **Operations**

Policy Number: **OP - 09**

Policy Title: **Community Information**

Policy Approval Date: **24 June 2015**

Policy Review Date: **Sept 2017**

The Niagara-on-the-Lake Public Library makes available information on community activities, agencies and organizations in order to facilitate access to resources within the community and as a partner in promoting community services and events. The library encourages the display of ~~bulletins, brochures and posters~~ flyers regarding events in order that residents can fully participate in community activities. This policy sets out the types of information suitable for collecting, displaying and distributing in the library. In keeping with FN - 03 Intellectual Freedom, the library will not discriminate against display materials that may be considered unconventional, unpopular or unacceptable to some elements of the community.

1. Community Information Collection and Services

1. The library will collect and keep current information on the services of community agencies and organizations. This will include up-to-date information on:
 - i. municipal services
 - ii. community groups
 - iii. educational organizations
 - iv. health and social services agencies and
 - v. religious, recreation and cultural institutions
2. The library will provide easy, convenient and confidential access to information on agencies and organizations.
3. The library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner.
4. Confidentiality will be respected at all times.

2. Community Information Displays in the Library

1. The library will make available space to display ~~materials~~ flyers about community activities and events.
2. The display of material does not constitute an endorsement of any group.
3. The library staff will place ~~post~~ and remove all materials ~~on the bulletin boards and in the brochure racks in the display holder at the service desk.~~

4. Only Library events and information will be displayed on the television monitor near the service desk.
5. Materials will be accepted on a space available basis using the following priorities:
 - ~~i. notices of library programs, events, activities and services~~
 - ii. notices of community interest from the local municipality and agencies
 - iii. notices of cultural, educational and recreational events
5. All materials become the property of the NOTL Public Library Board and the library will dispose of materials as it sees fit.
6. The library will not display or distribute:
 - i. materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations
 - ii. faith-based materials whose primary purpose is the promotion of faith, however events sponsored by local religious groups may be displayed
 - iii. materials advertising and promoting commercial products or services
 - iv. personal ads and notices including notices of items for sale or rent
 - v. multiple copies of the same posting on the bulletin board
 - vi. petitions of any kind
7. Any complaints or appeals will be resolved by the CEO.

3. Election Campaign Material

1. Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the library with the following exception:
 - i. political material may be eligible when it announces meetings and forums for discussion of community issues during an election

Related Documents

Policy FN – 05 Intellectual Freedom

Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.