

# INNISFIL PUBLIC LIBRARY



**SUBJECT: COMMUNITY INFORMATION & DISPLAY POLICY**

**Policy No: 2015-08**

**Date: May 19, 2015**

**Review Date: May 2019**

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## **PURPOSE**

The Innisfil Public Library collects, provides and displays community-related materials consistent with its role and mission as part of its information service to ensure that residents are fully aware of and may participate in community activities. This policy sets out the types of information suitable for collecting, displaying and distribution by the Library.

## **POLICY**

### **Application**

This policy applies to all staff and library community partners.

### **Definitions**

*“Partner(ing) Agencies/Community Partners”* refers to the various organizations with which the Library has entered into a partnership for the purposes of pursuing mutual interests with the shared goal of enhancing quality of life for Town of Innisfil residents and library users.

### **Guidelines**

The Library does not necessarily support the aims or objectives of groups whose material may be on display.

### **Section 1: Community Information Collection and Services**

1. The Library will accept information on the services of partner community agencies and organizations. This will include up-to-date information on:
  - a) Municipal services;
  - b) Community groups;
  - c) Educational organizations;
  - d) Health and social services agencies; and
  - e) Religious, recreation and cultural institutions.

2. The Library will provide easy, convenient and confidential access to information on agencies and organizations in-branch or virtually.
3. Library Staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner.
4. Customer confidentiality will be respected at all times.
5. The Library reserves the right to assess the suitability and relative importance of display materials and may refuse to display some materials. Materials may be refused for display based on size, poor production, incomprehensible content, or content which promotes unlawful practices.

### ***Section 2: Community Information Displays in the Library***

1. The Library will display information in-branch and virtually about community activities and events, of partner agencies subject to available space. The Library may also accept physical items from these agencies that are used for promotional purposes.
2. Selected materials will be displayed using the following priorities:
  - a) Library programs, events, activities and services;
  - b) Events, projects and information of community interest from the Town and agencies;
  - c) Promotion of cultural, educational and recreational events or activities of partner agencies.
3. Library Staff will determine where and when to post all materials, information and displays.
4. All bulletins, brochures and posters or like materials, regardless of format, become the property of the Innisfil Public Library Board and the Library will dispose of them as it sees fit. 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 events.
5. All physical items for a display will be left at the owner's risk and must be retrieved by the owner at an agreed upon date unless otherwise approved by the Chief Librarian/CEO. The Library does not accept responsibility for the safe return of materials.
6. The Library will not display or distribute:
  - a) Materials that contravene the Ontario Human Rights Code, any government legislation or library policies or procedures;
  - b) Materials whose primary focus is partisan or political in nature; however political materials may be eligible when advising of meetings and forums for discussion of community issues;
  - c) Faith-based materials whose primary purpose is the promotion of faith; however events sponsored by local religious groups may be displayed;
  - d) Materials advertising and promoting commercial products or services from non-partnering agencies;
  - e) Personal ads and notices including notices of items for sale or rent;
  - f) Petitions, unless they originate with the Library Board or the Town of Innisfil Council;

7. Art exhibits are covered under the current Art Loan Agreement Policy.

**Section 3: Library as a Venue for Information Dissemination**

1. The Library permits partner agencies including community groups, non-profit groups and charities to promote themselves and give information out to the public within the Library Branches where the information is of a non-proselytizing nature, and thus shall not be used for commercial, political, or religious purposes. The space may also not be used for sales or solicitation or for promotion of a commercial product.
2. Requests for space should be directed to the applicable branch manager, including a brief description of the host organization and the purpose and content of the proposed activity. Length of time required will be negotiated with the applicable branch manager.
3. The Library reserves the right to assess the suitability of the proposed promotional activity and to refuse the request.
4. The Library will provide a designated space, table and chair. Display units, signs, promotional materials, extension cords, and all other supplies are the responsibility of the host group.

**Section 4: Restrictions on Community Information and Displays**

1. Solicitations by members of the public are not permitted on library property, either in person or by petition. Petitions originating with the Library Board or the Town of Innisfil Council are permitted, subject to formal approval by the Board. The following is the only exception: where display items are intended for sale, the owner of the items may leave their business cards.
2. The sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Town or Library Board sponsored events.
3. The Library will continue with the distribution and collection of donations for Remembrance Day Poppies at each Library branch and; notwithstanding this Policy, the Board may approve additional donation opportunities based on submitted applications.

Questions or concerns may be directed to the Chief Librarian/CEO or Designate.

**Related Policy**

*Advertising Policy for Library Signs*

Approved by the Innisfil Public Library Board, May 19, 2015  
Motion Number: 2015.53

Supersedes Policy # 2013-05, approved April 15, 2013, Motion #2013.48;  
Combines and Supersedes Community Information Policy #2011-06, approved March 21, 2011, Motion #2011.21; and Display Policy #2011-12, approved May 16, 2011, Motion #2011.36;  
Supersedes Display Policy #2008-16, approved November 17, 2008, Motion #2008.69;  
& Policy # 2006-01, approved January 16, 2006, Motion #2006.08.