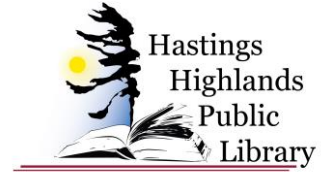


Hastings Highlands Public Library



Area: Operational

Initial Policy Approval Date: November 14, 2024

Policy Title: Bulletin Boards and Distribution of Free Materials

Last Review:

Policy Number: OP- 24

Year of next review: 2027

POLICY STATEMENT AND RATIONALE: The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting the use of Library bulletin boards and for the distribution of free materials on Library premises.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

1.1 Responsibility for the implementation of this policy will lie with the CEO acting according to the principles established by the Library Board. In practice, decisions may be made by appropriately trained staff as designated by the CEO.

2.0 Objectives

Library branches contain varied ways in which to display public information. These may include, but are not limited to, bulletin boards, notice boards, pamphlet stands, displays and pamphlet holders.

2.1 The resources itemized in 2.0 above are to be used to display posters, pamphlets, or other informational materials on behalf of cultural, educational, social service and volunteer agencies in the community.

2.2 By posting information in this way the Library Board does not endorse the aims or beliefs of associations or individuals whose information may appear from time to time on these notice boards.

2.3 The Library Board believes that it has an obligation to facilitate communication between citizens and provide information regarding community services and events.

3.0 Submission

3.1 All notices must be submitted to Library Staff for posting.

3.2 Materials will be posted and removed by Library Staff.

3.3 All materials posted become the property of the Library unless other prior arrangements have been made.

3.4 Due to limited space only one copy of an item will be posted.

4.0 Priorities

The following may be considered as a list of priorities in making space available on library bulletin boards and pamphlet racks:

- a) Information from the Library.
- b) Information from the Municipality.
- c) Information promoting free educational and cultural events or associations open to the entire community.
- d) Information promoting sales, bazaars, etc. where proceeds of these events support cultural, educational or other non-profit organizations.
- e) Information promoting educational and cultural events or associations open by admission fee to the entire community; and

It is understood that the priority listing is a guideline. Exceptions may be made for events or information of unusual interest or value, or in response to a particular request which fills a need consistent with the aims and objectives of the Library Board.

5.0 Criteria and Refusal

The Library reserves the right to judge the relative importance of posters and notices, and from time to time may refuse to post notices or posters.

The criteria for refusal of materials is as follows:

- a) Lack of space.
- b) Too large to fit the notice board or so large as to exclude the postings of other items.
- c) So poorly produced as to be difficult to understand.
- d) Material promoting a private or corporate business for commercial profit.
- e) Material promoting unlawful practices (e.g. information that violates municipal, provincial, or federal legislation, including the Human Rights Code
- f) Petitions.
- g) Sign-up sheets.
- h) Materials contrary to the policies, regulations, and/or procedures of the Library

and the Municipality; and

i) Partisan, political or sectarian material, although an exception would be made for the promotion of an all-candidates meeting.

Related Documents

Ontario - Freedom of Information and Protection of Privacy Act

Hastings Highlands Public Library – Privacy Policy