

Approval:	CEO	Coverage:	All Employees
Revised:	May 2006	Distribution:	All Employees & General Public
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Background

As a community service, the Library provides bulletin boards, display stands and wall space for posting of information of importance and interest to the community. The Library accepts materials according to the guidelines below.

Materials Acceptable for Posting or Distribution

1. Publicity for Library or Library-sponsored programs.
2. Items from non-profit or community-based cultural organizations.
3. Publicity items for programs sponsored by local community organizations.
4. Publicity for educational courses and programs conducted by non-profit organizations or professional associations, except advertisements for individual teachers (e.g. music teachers, dance teachers, tutors, etc.).
5. Information of a non-profit cultural or recreational nature, such as concerts, theatre, art gallery exhibitions, conservation authority programs, etc.
6. Items from municipal, regional, provincial, and federal governments or agencies.
7. Fundraising print items from non-profit, charitable, and community-based organizations, whose causes are legitimate and appropriate to the Library's mission, goals, policies, and best interests.

Materials Not Acceptable for Posting or Distribution

1. Items in support of or publicizing private or corporate business whose main purpose is profit.
2. Items of a sectarian nature, including political or religious.
3. Petitions.
4. Items that contravene the Ontario Human Rights Code, the Charter of Rights, and/or the Criminal Code of Canada.
5. Items that may be of a libelous or defamatory nature.
6. Items missing essential information (i.e. sponsor name, date, time, place, etc.).

Conditions

1. All items must be submitted to the Branch Manager or CEO, or designate, for approval.
 2. Item acceptance is subject to space availability.
 3. Posting of items does not imply Library endorsement of any group, organization, or view.
 4. The Library will remove and discard all items posted without approval.
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5. The Library is not responsible for the physical maintenance and/or return of any items.
6. At its discretion, the Library reserves the right to decline any publicity items.
7. The acceptance of fundraising print items may be subject to a maximum of 8-1/2 x 14 inches, when available display space is limited.