
Edwardsburgh Cardinal Public Library

Policy Type: **Operational**
Policy Title: **Community Information**

Policy Number: **OP - 09**

Initial Policy Approval Date: Jun 21, 2005
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Year of next review: 2021

The Edwardsburgh Cardinal Public Library serves as an access point for current information on community organizations, issues and services. The library encourages the display of bulletins, brochures and posters 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. Notices and posters will be displayed on the bulletin board as space is available with the following considerations:

Section 1: Community Information Displays in the Library

1. The library will make available space to display materials about community activities and events. Display boards in library entrances are meant for community notices.
2. Materials for posting or distribution within the library must be deposited at the service desk for approval by a library employee.
3. The Board does not necessarily support the aims and objectives of the groups whose material may be displayed in the library, nor is it required to display all material submitted.
4. The library reserves the right to remove or relocate materials posted. All materials become the property of the Edwardsburgh Cardinal Public Library Board and the library will dispose of materials as it sees fit.
5. The Board accepts approved materials for display depending on available space using the following priorities:
 - a) notices of library programs, events, activities and services
 - b) notices of community interest from the local municipality and agencies.
 - c) notices of cultural, educational and recreational events
6. The library will not display or distribute:
 - a) materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations
 - b) faith-based materials whose primary purpose is the promotion of faith, however events sponsored by local religious groups may be displayed
 - c) materials advertising and promoting commercial products or services
 - d) personal ads and notices including notices of items for sale or rent
 - e) multiple copies of the same posting on the bulletin board

7. Any complaints or appeals will be resolved by the CEO.

Section 2: Special Collection Displays in the Library

From time to time, the library may display special collections or items on loan from other organizations or individuals.

Community Information (Continued)

1. All articles on display will be left at the owner's risk. The library does not accept responsibility for the loss or damage of materials to organizations or individuals.
2. Except for sales or fund raising events of a special local community nature or events which are co-sponsored by the library, and authorized by the CEO beforehand, no sales are permitted in the library.
3. Any individual or organization wishing to display materials must sign a Lending & Display contract (see Appendix A).
4. No soliciting is allowed in the library.

Section 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 exceptions:
 - a) political materials may be eligible when it announces meetings and forums for discussion of community issues
 - b) during an election the library will provide an area where candidates may make available up to 25 copies of their campaign brochure.

Related Documents

Edwardsburgh Cardinal Public Library OP – 16: The Library and Political Elections

Appendix A**Lending & Display Contract**

The Edwardsburgh Cardinal Public Library agrees to display pieces of art from _____ (name of organization or individual), hereafter referred to as the **Lender**, in the _____ (name of library branch).

The **Lender** will be responsible for the selection of materials for display and the rotation of said materials. The Edwardsburgh Cardinal Public Library will be responsible for providing and maintaining display areas.

The Edwardsburgh Cardinal Public Library will not engage in any monetary transactions on behalf of the **Lender**. The **Lender** will provide tags for all items displayed with proprietary labels.

Edwardsburgh Cardinal Public Library will take reasonable steps to protect the materials from loss, damage or theft. In exchange for free display of materials, the **Lender** will waive all liability to the Edwardsburgh Cardinal Public Library for any materials lost, damaged, or stolen.

Please confirm your acceptance of this contract by signing below.

Name of Organization Representative (please print)

Signature

Date

Library CEO (please print)

CEO Signature

Date