| NIAGARA FALLS PUBLIC LIBRARY | DATE EFFECTED: May 20, 2026<br>DATE REVISED: | PUBLIC NOTICES & PUBLICATIONS POLICY |
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| Associated Policies: N/A | | |

## PURPOSE

To establish the criteria and restrictions for the use of Library community bulletin boards and pamphlet holders by external organizations. This ensures that shared information is relevant, organized, and compliant with the **Ontario Human Rights Code**, the **Criminal Code of Canada**, and the **Public Libraries Act**.

## SCOPE

This policy applies to all non-profit, not-for-profit, and community partner organizations wishing to display physical notices or distribute promotional materials. It does not apply to library-generated content or commercial advertisements.

## POLICY STATEMENT

The Library provides designated space for community information as a public service. All materials must be authorized by Library staff prior to display. Use of Library space does not constitute an endorsement by the Library of any organization's viewpoints, programs, or services. The Library reserves the right to prioritize local content and limit the duration of postings based on space availability.

## DEFINITIONS

- **Non-Profit / Not-for-Profit Organization:** An association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.
- **Community Partner:** An organization or agency that has a formal or recognized working relationship with the Library to provide services or programs to the public (e.g., EarlyON, City departments).
- **Public Notice:** A single-page poster, flyer, or announcement intended to inform the public of a specific event, program, or service.
- **Pamphlet / Brochure:** A multi-page or folded document intended for free distribution that provides information about an organization or service.
- **Sectarian Propaganda:** Materials designed to promote a particular religious sect, or to proselytize/convert individuals to a specific religious belief system.

## STANDARDS & REQUIREMENTS

**Organization Eligibility:** Materials must originate from a non-profit, not-for-profit, or recognized community group. The name of the sponsoring body must be clearly and prominently displayed.

- **Legal Compliance:** Materials must not contain content that violates the *Ontario Human Rights Code* (discrimination/harassment) or the *Criminal Code of Canada* (hate propaganda/obscenity).
- **Prohibited Content:** Private or commercial advertisements, retail/wholesale services, religious tracts/sectarian propaganda, job postings, and rental announcements are strictly prohibited.
- **Personal Notices:** "Lost Pet" advertisements are the sole personal notice permitted under this policy.
- **Publications & Newsletters:** Physical materials intended for ongoing distribution (such as community newspapers) are not governed by this policy. These must be submitted for review under the **Criteria for Selection** outlined in the **Library's Collection Development Policy**.

## DOCUMENTATION AND RECORD KEEPING

- **Authorization Records:** All approved materials must be physically marked with the date of approval and the initials of the authorizing staff member.
- **Audit Trail:** Whenever possible / where appropriate, the Library shall maintain a record of any denied requests that involve a potential violation of the Ontario Human Rights Code or Criminal Code to ensure a consistent administrative record.

## REFERENCES

- *Ontario Human Rights Code*
- *Criminal Code of Canada (Hate Propaganda and Obscenity sections)*
- *Public Libraries Act, R.S.O. 1990, c. P.44*
- *Niagara Falls Public Library Collection Development Policy*

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