

Section	Services	Section #:	4
Sub-section	Public Spaces	Sub-section #:	4.4
Topic	Community Information Policy	Policy #:	4.4.2

Policy

The Selwyn Public Library makes information available regarding community activities of non-profit agencies and organizations in order to facilitate access to resources within the community and as a partner in promoting community services and events. The library encourages the display of bulletins, brochures and posters regarding events in order that people may become aware of community activities. This policy sets out the types of information suitable for collecting, displaying and distributing in the library.

All material becomes the property of the Selwyn Public Library and the Library reserves the right to dispose of material as it sees fit. The Library does not return unsolicited material or notify a group if their material is not acceptable for any reason, including lack of space.

The display of material does not constitute an endorsement of any group.

Procedures

Section 1: Community Information Collection and Services

1. The library will keep current information as available on the services of non-profit community agencies and organizations. This may include:
 - a) government services
 - b) non-profit community groups
 - c) educational institutions
 - d) health and social services agencies
 - e) religious, recreation and cultural institutions, or
 - f) others as approved by the CEO.
2. Library staff will strive to be knowledgeable about community agencies and organizations and/or able to locate contact information for referring people appropriately. Patron confidentiality will be respected at all times.

Section 2: Community Information Displays in the Library

1. The display and distribution of library resources for programs, events, activities and services shall have the first priority.
2. The Library will designate other available space to display materials about community activities and events. Library staff will place, post and remove all

materials in these designated areas. Displaying of items may vary from branch to branch due to space restrictions.

3. Only library related materials will be displayed on the circulation desk.
4. Materials for display will be accepted on a space available basis using the following priorities:
 - a) library programs, events, activities and services,
 - b) notices of community activities and events, non-profit agencies and organizations within local municipality,
 - c) notices of cultural, educational, recreational events and services, and
 - d) notices from partners in library programming.
5. The library will not distribute or display the following:
 - a) materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations,
 - b) materials whose primary focus is partisan or political in nature; political materials may be eligible when it announces meetings/forums for discussion of diverse and inclusive 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) unsuitable formats and oversized display resources,
 - e) materials that invite participation in medical research, including trials or testing,
 - f) materials advertising and promoting commercial products,
 - g) personal ads and notices including notices of items for sale or rent,
 - h) petitions, contests, or pledge forms,
 - i) surveys, other than if endorsed by the Township of Selwyn,
 - j) multiple copies of the same information, and
 - k) outside fundraising, with the exception of the Royal Canadian Legion's Poppy Campaign, and library initiatives.
6. Any complaints or appeals will be resolved by the CEO.

History:		
Date of Original Board Motion:	Sept 10,2010	10.049
Date of Amendments: (if any)	April 26, 2016	2016.29
Date of Next Review:		

