



Community Information Policy

Policy Number: 17-28

Policy Approval Date: April 10, 2017

Policy Review Date: April 2020

Purpose

This policy sets the parameters for inclusion and display of community information at the Huntsville Public Library

Definitions

HPL: Huntsville Public Library

Not-for-profit: organizations that exist for charitable, educational, cultural or other civic/humanitarian purposes. They often require nominal membership fees and are funded through donations or government grants.

Policy

The Huntsville Public Library makes available information on community activities, agencies and organizations in order to facilitate access to resources within the Huntsville and surrounding area and as a partner in the promotion of community services and events. The Library encourages the display of information, brochures and posters from other organizations in order that residents can fully participate in community activities.

1. Collection of Community Information and Services

1.1. Collection

The Library will collect and keep current information on the services of community agencies and organizations. This will include:

1.1.1. Municipal services;

1.1.2. Community groups;

1.1.3. Educational organizations;

1.1.4. Health and social services agencies;

1.1.5. Recreation and cultural institutions. The Library may elect to distribute publications from major cultural organizations such as Huntsville Festival of the

Arts, the Town of Huntsville Leisure Guide, Muskoka Heritage Place, Shaw or Stratford.

1.2 Service

The Library will provide easy, convenient and confidential access to information on agencies and organizations. This access may be through print or electronic resources.

The Library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner. User confidentiality will be respected at all times.

2. Community Information (Brochures and Posters)

The Library will make available space to display materials about community activities and events. These may be in the form of a poster, flyer or pamphlet.

2.1. Conditions

2.1.1. The display of this material does not constitute an endorsement of any group or event;

2.1.2. Items will be displayed for a limited time, subject to the availability of space;

2.1.3. The Library reserves the right to assess the suitability of the display materials and may refuse to display. Materials may be refused for display based on size, poor production, incomprehensible content, or if listed below under unacceptable materials;

2.1.4. Materials for display will be left with Library staff and if approved, staff will place, post and remove all materials on the bulletin board and in the brochure racks;

2.1.5. Material approved for the bulletin board will bear a Library date stamp;

2.1.6. While the period of display is at the discretion of the Library, every effort will be made to post material up to the dates of the advertised event;

2.1.7. All materials become the property of the Huntsville Public Library Board and the Library will dispose of materials as it sees fit.

2.2. Unacceptable Materials

2.2.1. Materials that contravene the *Ontario Human Rights Code*, federal or provincial laws and regulations;

2.2.2. Materials whose primary focus is partisan or political in nature, however political materials may be eligible when it announces meetings and forums for discussion of community issues;

2.2.3. Faith-based materials whose primary purpose is the promotion of faith, however events sponsored by local religious groups may be displayed;

2.2.4. Materials advertising and promoting commercial products or services (unless by an organization renting the meeting room);

2.2.5. Personal ads and notices including notices of items for sale or rent.

3. Requests for Information Displays

The Library permits information displays. The displays are not to be used for religious or commercial purposes or for political purposes.

3.1. Display Space/Table

3.1.1. Written requests for display space should be directed to the CEO/Chief Librarian. The CEO/Chief Librarian must approve the request and in some cases may determine that the display needs to be staffed by the requesting organization;

3.1.2. Displays will be booked on a first come first served basis;

3.1.3. Displays will be booked for a maximum of three (3) days unless otherwise approved by the chief librarian;

3.1.4. The Library will provide the group with a designated space, table and chairs;

3.1.5. Groups will not be permitted to sell items or solicit donations from Library users and staff with the exception of Remembrance Day Poppies and Canadian Cancer Society Daffodils.

3.1.6. Any damage caused to the display space or tables of the Library during the display time will be the responsibility of the group or organization using the space;

3.1.7. The Library does not accept responsibility for the safe return of materials;

3.1.8. The Library reserves the right to refuse a request for an information display.

4. Online Content

HPL's Virtual Library (www.huntsvillelibrary.ca) and social media accounts are designed to strictly promote the Library's programs and services. HPL may use these online sources to selectively communicate, share, or promote information from or regarding

other organizations, groups, or individuals when it is determined to benefit HPL or its users.

In special cases, HPL may establish formal partnerships with local organizations by means of a partnership agreement. Through such agreements, opportunities to publish community information using HPL's online resources may be provided to partner organizations.

5. Digital Media Message Board and Panel Signs

The primary purpose of HPL's digital media boards and panel signs (reader boards) is to promote events and services of the Huntsville Public Library and the Town of Huntsville. Events promoted by community organizations that comply with the terms of this policy will also be considered for inclusion.

HPL accepts messages that:

- Promote an event or initiative sponsored by a registered charity, non-profit organization or government supported agency.
- and describes a public educational, recreational or cultural event or initiative
- and is relevant to the local community

All messages must:

- Adhere to the Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or HPL policies
- and be presented in either English or French
- and not advocate a particular religious, political or partisan position
- and not promote for-profit business or engage in solicitation

Due to limited availability, messages will be prioritized according to the following criteria:

- Programs and events organized by community groups in association with HPL or the Town of Huntsville
- Special or signature events organized by community groups that directly benefit the community
- Regular meetings or ongoing events organized by community groups
- Requests must be submitted to the CEO/Chief Librarian. The request must be received no later than 7 days prior to the desired message start date. Messages will be displayed for a maximum of 10 days prior to the program or event date.
- All requests will be considered at the discretion of the CEO/Chief Librarian (or designate) on a case by case basis as availability permits.

6. Solicitations

The Library does not permit solicitation within the building or outside the building within 9 metres from any entrance either in person or by petition.

7. Sales

The Library does not permit the sale of tickets or other promotional materials for fundraising or commercial purposes with the exception of Library, Friends of the Library or town sponsored events/partnerships.

8. Application

This policy applies to any individual or group wishing to display and/or distribute information in the Library and to all Library staff involved in the review and approval of this information.

8. Accountability

All requests to display and distribute materials will be handled in a fair and consistent manner. Decisions to refuse display or distribution of materials may be appealed. An appeal must be made in writing to the CEO/Chief Librarian.

Related Documents

Art in the Library Policy

Code of Conduct Policy & Signage

Facilities Rental Policy and Procedures

Intellectual Freedom Policy

History

Approved by the Board April 10, 2017 | Motion 17-28

October 14, 2014 | Motion 14-74

