



Community Information Distribution Policy

Board Approval: September 25, 2018

Revised: May 1, 2019

Implemented: November 5, 2018

Replaces: Public Bulletin Board and Literature Policy

1.0 INTRODUCTION

The purpose of this policy is to establish the conditions and context within which the Colchester-East Hants Public Library (CEHPL) supports the posting and distribution of community information from individuals, community groups, organizations and government.

A gathering place in the community, the Library is committed to providing access to a wide range of information about the community, especially that pertaining to cultural, educational, recreational and charitable events and services. The Library provides access to information about community activities and events by displaying material in a variety of formats (e.g. posters, brochures, community newspapers and magazines).

The Library is pleased to facilitate the distribution and availability of community information for the use of library patrons, within the context of this policy.

2.0 APPLICATION

This policy applies to everywhere the Library conducts its business, whether in a physical or virtual environment, including on Library property, in the community, over the phone or email, and online.

This policy applies to all individuals in the Library environment, including staff, volunteers, and the general public.

3.0 REQUIREMENTS / STANDARDS

3.1 General

3.1.1 Library staff will make every effort to handle all requests to display and distribute materials in a fair and consistent manner.

3.1.2 All notices, posters, and free literature must be approved and placed in public notice / display areas by Library staff.

- 3.1.3 Library staff reserve the right to discard items not approved for placement, as well as excess copies of any items received. The Library does not return material after use.
- 3.1.4 The first priority for public notice / display areas on Library premises is to display and distribute information about Library and Library-related programs and services. After these needs have been met, public notice / display areas are available to individuals, groups and organizations in accordance with this policy. However, priority will be given to non-profit groups and community information of an educational, recreational, cultural or philanthropic nature.
- 3.1.5 Due to space limitations, it may not be possible to display all materials that are acceptable under this policy at a given time.
- 3.1.6 The Library reserves the right to limit the length of time that material is displayed.
- 3.1.7 Posting and distributing of community information does not imply endorsement by Library staff or the Library Board. The Library does not control, nor does it guarantee, the reliability of information or services posted.

3.2 Material Acceptable for Posting or Distribution

- 3.2.1 Material that is acceptable for posting and/or distribution in the Library includes:
 - a) Educational, cultural and recreational courses, programs and events such as math tutoring, concerts, and yoga classes;
 - b) Events run by, or to raise funds for, non-profit organizations (e.g. Church Bake Sale, School BBQ);
 - c) Community information primarily health, civic or social in nature (e.g. Hearing Clinic, Community Clean-Up Day, Newcomer Welcome Group);
 - d) Programs and events sponsored by local community organizations;
 - e) Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to advocate a single point of view will not be displayed.

3.3 Material Not Acceptable for Posting or Distribution

- 3.3.1 The Library will NOT display or distribute any material, from any source, that is:
 - a) Contrary to any law, including the *Canadian Charter of Rights and Freedoms* and the *Nova Scotia Human Rights Act*;
 - b) Contrary to any library policy;
 - c) A personal ad;
 - d) So large in size as to exclude posting of other items.

4.0 ACCOUNTABILITY

The Branch Manager in each location is responsible for overseeing the posting and distribution of community information to the public in their respective Library.

5.0 STANDARD SIGNAGE

The Branch Manager in each location must ensure that their respective Library has posted the following notice near their public notice / display areas:

This bulletin board is provided as a service to the community. The Library does not necessarily endorse the information posted on this board, nor does it control or guarantee the reliability of information or services posted.

In accordance with CEHPL's *Community Information Distribution Policy*.

Additionally, tent cards with the following notice may be placed on table tops at the discretion of the Branch Manager or delegate.

All notices, posters, and free literature must be approved by Library staff prior to placement. Library staff reserve the right to discard items not approved for placement, as well as excess copies of any items received.

In accordance with CEHPL's *Community Information Distribution Policy*.