

Sharing Community Information Policy

1. Purpose

The Colchester-East Hants Public Library (the Library) provides information about community activities and events. We do this by sharing things like posters, brochures, community newspapers, and magazines.

This policy tells you where and how the Library shares community information.

2. Who is this policy for?

This policy is for all branches of the Library. It applies to all individuals in the Library environment. This includes:

- Staff
- Volunteers
- The general public (visitors)

3. How the Library Shares Community Information

Library staff are committed to being fair when deciding what community information to share.

Library staff must approve all notices, posters, brochures, and other information. Only staff can put these items on community notice boards or in other areas of the Library.

Library staff can remove items they have not approved. The Library does not return community information items or extra copies of the items.

The community notice boards and other display areas in the Library are mainly to tell people about library programs and services. After that, library staff may share information about community events.

Sometimes, there isn't room for all items that people want to show.

The Library can decide how long to display an item for.

When the Library shares something, it does not mean that we agree with it or support the organization. The Library does not guarantee that community information that we share is accurate or true.

4. Materials We Will Display in the Library

Some topics that the Library may share information about include:

- Educational, cultural and recreational courses, programs, and events. Some examples are math tutoring, concerts, and yoga classes.
- Events run by, or to raise funds for, non-profit organizations. Some examples are a church bake sale or school BBQ).
- Health, community, or social events. Some examples are a hearing clinic, community clean-up day, or newcomer welcome group.
- Programs and events sponsored by local community organizations.
- Religious and political information or events. The Library will not share information that promotes a single point of view.

The Library will not share any information that is:

- Against any law, including the [*Canadian Charter of Rights and Freedoms*](#) and the [*Nova Scotia Human Rights Act*](#).
- Against any library policy.
- A personal ad.
- Too big.

5. Comments/Questions

People can send their comments and questions about the Library's *Community Information Distribution Policy* to the Executive Director and Chief Librarian:

By email at

- ADmin@CEHPublicLibrary.ca

By phone at

- (902) 896-4196

By regular mail at

- Executive Director and Chief Librarian
Colchester-East Hants Public Library
754 Prince Street
Truro, Nova Scotia
B2N 1G9

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