



# Community Information Distribution Policy

**Board Approval: September 25, 2018**

**Revised:**

**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 courses and programs;
  - b) Information of a cultural nature such as concerts, theatre, art gallery shows, etc;
  - c) Events run by, or to raise funds for, non-profit organizations (e.g. Church Bake Sale, School BBQ);
  - d) Free community information primarily health, civic or social in nature (e.g. Free Hearing Clinic, Community Clean-Up Day, Newcomer Welcome Group);
  - e) Programs sponsored by local community organizations;
  - f) Spiritual / religious service times or events, such as worship times, Bible Study, Meditation Workshop, that do not contravene Section 3.3.1 - e).

### **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) Primarily political in nature (including election campaign materials);
  - d) Primarily commercial in nature (i.e. devoted to the sale, advertising, solicitation or promotion of a private or corporate product or service) – See *Selling and Soliciting Policy*;
  - e) Primarily spiritual/ religious in nature (i.e. promoting a particular religious belief or conviction);
  - f) A personal ad;
  - g) A petition or pledge form (see exemption in Section 3.4.6 of *Selling and Soliciting Policy*);
  - h) So large in size as to exclude posting of other items;
  - i) General information on a topic (i.e. fact sheet).

## 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 the public bulletin board:

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*.