



## BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-15  
Title: Community Information & Display Space

Board Approval Date: May 13, 2025

Category: Operational  
Policy Replacing: OP-15: Community Information & Display Space (2022)

Year of next review: 2029

### **PURPOSE:**

The Bracebridge Library is a community hub that makes available information on - community activities, and events, of non-profit agencies and organizations in order to facilitate access to resources within the community, and as a partner in promoting community services. The library encourages the display of bulletins, brochures and posters in order that residents can fully participate in community activities. This policy sets out the types of information suitable for collecting, displaying and distributing in the library.

### **Definitions:**

#### **Non-profit:**

Refers to an agency or organization that operates for a collective, public, or social benefit, rather than to generate profit for the members. Any revenue a non-profit agency or organization generates is re-invested back into its operations and activities to further its mission and not passed on to its members.

### **POLICY STATEMENT:**

Promotional materials for library programs and library co-sponsored programs are given first priority for the use of display space

The Bracebridge Library cannot guarantee that everything will be posted or displayed and reserves the right of refusal, removal, and disposal, or some or all materials.

### **Section 1: Community Information Collection and Services**

1. The library will collect and keep current information on the services of local agencies and organizations. This will include up-to-date information on:
  - 1.1. Library program partners
  - 1.2. Municipal services
  - 1.3. Community groups
  - 1.4. Educational organizations
  - 1.5. Health and social services agencies
  - 1.6. Recreation and cultural institutions
2. Any complaints or appeals will be resolved by the CEO.
3. The library will provide easy and convenient access to information on local agencies and organizations.

4. Library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner.
5. Patron confidentiality will always be respected, except in cases where requirements of the law intervene.

## **Section 2: Community Information Displays in the Library**

1. The library will make available space to display materials about community activities and events.
2. The display of material does not constitute an endorsement of any group, activity, or ideology.
3. Library staff will place, post and remove all materials on display.
4. The library will display materials for a limited time subject to the availability of space and no sooner than 1 month prior to any event.
5. Materials will be accepted on a space available basis using the following priorities:\
  - 5.1 Notices of library programs, events, activities and services
  - 5.2 Notices of community programs, events, activities and services.
  - 5.3 Notices of services from local municipal and non-profit agencies.
  - 5.4 Notices of cultural, educational and recreational events.
6. All materials become the property of the Bracebridge Library, and the library will dispose of materials as it sees fit.
7. Due to limited space, the library prefers letter sized posters. Larger materials will be posed only if space allows.
8. The library is not responsible for any damage to, or theft of display items, equipment or posted material. The library assumes no responsibility for providing materials or assistance in setting up or taking down displays.
9. All postings must be submitted to staff for approval.
10. The library will not display or distribute:
  - 10.1. Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations
  - 10.2. Any material that is partisan, religious, political, commercial or offensive in nature. This includes any graphics or illustrations.
  - 10.3. Faith-based materials whose primary purpose is the promotion of faith; however, events sponsored by local religious groups may be displayed.
  - 10.4. Materials advertising and promoting commercial products or services
  - 10.5. Personal ads and notices including notices of items for sale or rent
  - 10.6. Multiple copies of the same posting on the bulletin board
  - 10.7. External job postings
  - 10.8. Petitions or sign-up sheets

### **Section 3: Election Campaign Material**

Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the library with the following exceptions: Political materials may be eligible when it announces meetings and forums for discussion of community issues.

**Previous Revisions:** OP-15: Display Space, April 2022.

**Related Documents:** OP-17: Use of Library Resources During an Election