

Topic: **Services- Display Space**

5.1 Bulletin Boards and Distribution of Free Materials

Board Motion Number: **08.009**
Date of Original Board Motion Number: **February 4, 2008**
Date of Current Issue:
Date of Next Review: **October 2009**
Attachments:

Signature of Board Chairperson (and Date):

The North Kawartha Public Library feels it has an obligation to facilitate communication between citizens and provide information regarding community services and events. Therefore the Board has developed guidelines for the use of Library bulletin boards and for the distribution of free materials on Library premises.

Bulletin Boards

The Library has several public notice boards.

1. These are to be used to display posters, pamphlets, or other informational material on behalf of cultural, educational, social service, and volunteer agencies in the community.
2. By posting information in this way the North Kawartha Public Library Board does not endorse the aims or beliefs of associations or individuals whose information may appear from time to time on these notice boards.
3. The following may be considered a list of priorities:
 - a) Information from the North Kawartha Public Library;
 - b) Information promoting free educational and cultural events or associations open to the entire community;
 - c) Information promoting sales, bazaars, etc. where proceeds of these events support cultural, educational or other non-profit organizations;
 - d) Information promoting educational and cultural events or associations open by admission fee to the entire community.
4. The Library reserves the right to judge the relative importance of posters and notices, and from time to time may refuse to post notices or posters.
5. Criteria for refusal of materials:
 - a) Lack of space;

- b) Too large to fit the notice board or so large as to exclude the posting of other items;
- c) So poorly produced as to be difficult to understand;
- d) Material promoting a private or corporate business for commercial profit;
- e) Material promoting unlawful practices, (e.g. Information which violates municipal, provincial, or federal legislation, including The Human Rights Code);
- f) Petitions;
- g) Material, contrary to policies, regulations and procedures of the North Kawartha Public Library;
- h) Partisan, political or sectarian material (exception would be promotion of an all candidates meeting).

6. NOTE: The priority listing is a guideline. Exceptions may be made for events or information of unusual interest or value, or, in response to a particular request which fills a need, consistent with the aims and objectives of the North Kawartha Public Library Board.

7. Material for posting or distribution within the library must be approved by the CEO and/or the Chief Librarian.

8. The notices and posters will remain on display for a time mutually agreed to or until just after the event has been held.

9. All articles on display will be left at the owner's risk. The library does not accept responsibility for the loss, defacement or return of materials to organizations or individuals.

10. Except for sales or fundraising events of a special local community nature or events which are co-sponsored by the library, and authorized by the CEO beforehand, no sales are permitted in the library.

11. No soliciting will be allowed in the library.

Topic: **Services- Display Space**

5.2 Artisans Exhibit Policy

Board Motion Number: **08.182**
Date of Original Board Motion Number: **October 20, 2008**
Date of Current Issue:
Date of Next Review: **October 2009**
Attachments: Application Form: 1. Request For Artisans Exhibit

Signature of Board Chairperson (and Date):

Statement of Policy: To provide guidelines for the exhibition of works of art or other property not owned by the Library Board on Library premises.

1. The exhibit of works of art or other property not owned by the Library Board can be made only with the approval of the Chief Executive Officer and/or Library Board.
2. Objects accepted for exhibit under this policy must be accompanied by a signed waiver unless proof of insurance is provided by the owner.
3. Placement of the exhibited object is at the sole discretion of the Chief Executive Officer and/or Library Board.
4. The Library will not accept for exhibit any item that requires physical alterations to Library facilities for exhibition but may accept items that are free standing or in display cases as provided by the owner.
5. The Library reserves the right to judge the importance and suitability of objects submitted for exhibition and may refuse to exhibit an item it deems unimportant or unsuitable.
6. Criteria for refusal to exhibit an item (s) may include:
 - 6.1 lack of suitable space;
 - 6.2 inappropriateness of size;
 - 6.3 item promotes a private or corporate business for commercial profit;
 - 6.4 item promotes unlawful practices;
 - 6.5 item is contrary to policies, regulations and procedures of the North Kawartha Public Library;
 - 6.6 item is partisan, political or sectarian.
7. Criteria are to be used as guidelines. Exceptions may be made for items of unusual interest or value or in response to a particular request which fills a need consistent with the aims and objectives of the North Kawartha Public Library.



NORTH KAWARTHA PUBLIC LIBRARY REQUEST FOR ARTISANS EXHIBIT

Name: _____

Organization: _____

Address: _____

Telephone #: Bus. _____ Res. _____

Cell. _____

Description (pictures if available) of exhibit:

Exhibit Name:

Objects accepted for exhibit must be accompanied by a signed waiver unless proof of insurance is provided by the owner.

I, _____ (owner's name), fully understand and agree that the North Kawartha Library is not responsible for the care and/or damage to (exhibit name) _____ while on exhibit or in the premises of the North Kawartha Library.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

APPROVED BY:
REQUEST TAK BY:
DATE RECEIVED
DATE APPROVED:

The Library is not responsible for verifying the accuracy of information except for library information.