

Topic: Services- Display Space

5.1 Bulletin Boards and Distribution of Free Materials

Board Motion Number:	21.042
Date of Original Board Motion Number:	February 4, 2008
Date of Current Issue:	April 27, 2021
Date of Next Review:	2025
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) 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/Librarian or the Technical Services Coordinator.

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/Librarian beforehand, no sales are permitted in the library.

11. No soliciting will be allowed in the library.