

# North Perth Public Library



Policy Title: **Community Information**

Policy Type: **Operational**

Effective Date: **June 2018**

Policy Number: **OP-14**

Last Review/Revision Date: **June 2021**

The North Perth Public Library (NPPL) makes available information on community activities, agencies and organizations in order to facilitate access to resources within the community and as a partner in promoting community services and events. The Library encourages the display of bulletins, brochures and posters regarding events 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.

## Section 1: Community Information Collection and Services

1. The NPPL will collect and keep current information on the services of community agencies and organizations. This will include up-to-date information on:
  - municipal services
  - community groups
  - educational organizations
  - health and social services agencies and
  - religious, recreation, and cultural institutions.
2. The NPPL will provide easy, convenient, and confidential access to information on agencies and organizations.
3. Patron confidentiality will always be respected as per *OP-04 Confidentiality and Protection of Privacy*

## Section 2: Community Information Displays in the Library

1. After the needs of the NPPL and the Municipality of North Perth are met, each Library Branch will provide a Community Events bulletin board for information about events that serve the needs of North Perth. The amount of information that may be displayed is dependent upon space available and may vary by Branch.
2. The display of material does not constitute an endorsement of any group by NPPL or the Municipality of North Perth.
3. The NPPL staff will place, post, and remove all materials on the relevant public information spaces.

4. The Library does not return unsolicited material or notify a group if their material is not acceptable for any reason, including lack of space. Unsolicited material may be accepted for display if it meets all of these criteria:
  - it describes a public educational, recreational, cultural, or community event.
  - it is of local interest, occurring in the area of North Perth and relevant to the local community.
  - it is in support of a legally constituted non-profit or charitable organization or a government agency.
  
5. The NPPL will not display or distribute:
  - material that contravenes Municipality of North Perth by-laws, the Ontario Human Rights Code, or federal or provincial laws and regulations
  - retail or wholesale advertisements, private notices, personal services and information about for-profit events
  - material that advocates a particular political, religious or philosophical position
  - material, as deemed by staff, not relevant to the community
  - multiple copies of the same posting on the bulletin board
  
6. All material becomes the property of the NPPL and the Library reserves the right to dispose of material as it sees fit.
  
7. Any complaints or appeals will be resolved by the Chief Executive Officer.

### Section 3: Election Campaign Material

1. Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the library with the following exceptions:
  - political materials when it announces meetings and forums for discussion of community issues
  - during an election the NPPL will provide an area where all candidates may make available up to 25 copies of their campaign brochures

### **Related Documents:**

- North Perth Public Library *OP-04 Confidentiality and Protection of Privacy*
- North Perth Public Library *OP-17 Library and Political Elections*