

OP-10	COMMUNITY INFORMATION & DISPLAYS		
APPROVED	19 January 2022	EFFECTIVE	2006
AMENDED	2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To provide guidance on how community groups and individuals can use designated spaces within the Library to post information about services and upcoming events, and display artwork, private collections, or material about subjects that may be of general public interest.

2. SCOPE

Library employees must consider this policy when deciding whether a submission is eligible for posting and are responsible for the management of displays in the Library.

3. DEFINITIONS

Nil.

4. COMMUNITY INFORMATION

- a. The Library recognizes its role as an institutional member of the community that can provide access to community information. Space is made available within the facility to post such material.
 - i. Community information will not be posted on the Library's website or social media sites unless it is information relevant to a Library program or related to a meeting room booking.
- b. All material is subject to Library employee approval. The Library may refuse to accept any material submitted.
- c. The Library will accept material from non-profit organizations and public service providers that deals with cultural, recreational, informational, and educational events or activities.
- d. Material whose primary purpose is to promote products, items or services will generally not be accepted. At the discretion of Library employees, exceptions may be made for material from a registered charitable organization or in connection with an art display.
- e. Upon acceptance, the Library becomes the owner of these materials and reserves the right to remove them at any time.
- f. Materials may represent a range of viewpoints. The Library does not promote particular beliefs or views, nor is the acceptance of any item for posting in this space equivalent to endorsement of the viewpoint expressed therein.
- g. The Library will consider requests by a group or individual to provide space beyond that normally designated for posting community information for informational, recreational, cultural or educational displays on an individual basis, taking into consideration:
 - i. Availability, location and set up of space required;
 - ii. Relevancy of the issue to the Library;
 - iii. Degree of Library employee assistance required; and
 - iv. Impact on normal library operations.
- h. Community information will not be placed in the display case.

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5. DISPLAY CASE USE

- a. The Library provides space for exhibits that direct the public’s attention to Library material, services, and programs; provides exposure to the work of artisans and artists; features private collections of individuals or groups; or provides awareness about subjects that may be of public interest.
 - i. Information related to a community event or service shall not be placed in the display case unless it is incidental to the theme of the overall display.
 - ii. Works of art or private collections may be accepted for display in the Library on the condition that the Library is not held responsible for any loss or damage. A signed release form will be required.
- b. The Library reserves the right to reject any part of an exhibit or to revise displays.
- c. Displays that contravene applicable federal, provincial or local government laws will not be accepted.

6. SALE OF GOODS ON DISPLAY

- a. Items in a display can not be offered for sale at the Library and may not include sale prices. However, the Library may make a price list supplied by the exhibitor available when a customer requests it.
- b. Transactions for the purchase of items exhibited in the display case must be conducted directly between the purchaser and the exhibitor or his/her official agent outside the Library.

7. PETITIONS, POLITICAL ACTIVITIES & ADVOCACY

- a. The Library Board may approve the placement of petitions pertaining to library-related issues. Other petitions shall not be accepted.
- b. People may not solicit signatures for petitions within the Library.
- c. The Library does not participate in partisan politics. However, the Library may display general information about political elections.
- d. The Library does not take an advocacy role on issues beyond the library sector.

RELATED POLICIES

Nil.