

Policy Name:	Community Information	Policy #:	D2
Version History: Approval June 15, 2023			

Purpose

Access to spaces for exhibits, displays and bulletin boards allows residents to participate in the life of the community and for organizations to connect with residents. The *Community Information* policy sets expectations and clarifies roles and responsibilities for library staff, community members, and organizations that wish to display or distribute information on library premises.

Application

This policy applies to the library board, staff, volunteers, and anyone who wishes to display and/or distribute materials on library premises.

This policy does not apply to the recognition of sponsors or any information the library wishes to post for its own purposes.

Policy Statement

The library provides occasional space without charge for individuals and organizations to display and distribute information of cultural, educational or recreational significance. Priority will be given to free or low-cost events, non-profit groups, educators, and community support organizations. This space includes, but is not limited to, bulletin boards, pamphlet displays, electronic displays, and information tables.

Materials will not be displayed or distributed if they are:

- 1) Unsuitable for showing in a public library because it is unsafe, erotic, or gratuitously violent
- 2) Advertise the sale of items or recruitment. The sale of an author's book(s) is permitted if associated with a library program. Any other exceptions may be granted on a temporary basis by the Library Director with final approval coming from the library board.
- 3) Ballot boxes
- 4) Donation boxes and charity drives
- 5) Petitions
- 6) Faith-based materials
- 7) Partisan or political materials
- 8) Materials that contravene the British Columbia Human Rights Code, the Charter of Rights, the Criminal Code of Canada, or municipal bylaws.

By providing space to display and distribute information, the library does not imply endorsement of the beliefs or viewpoints contained therein. The library reserves the right to refuse to display or distribute information. Library staff will use a number of criteria when evaluating whether to approve particular materials, such as:

- 1) Responsiveness to the diverse interests of the community
- 2) Staff capacity to coordinate
- 3) Space availability
- 4) Appropriateness of the space in relation to the materials to be distributed/posted
- 5) Priority to be given to the display and distribution of library related information

The library board, staff, and volunteers are not responsible for damage to materials, removal by a third party, or returning materials after use.