

## **Community Information Policy**

### **Purpose**

The Lake of Bays Township Public Library (the Library) is a place where ideas and thoughts are freely available, and the appropriate place for these discussions is within the library. This policy conforms to the Canadian Library Association's Statement of Intellectual Freedom (1983) and does not imply the approval or endorsement of any material that is posted.

All material becomes the property of the Library and the Library reserves the right to dispose of material as it sees fit. The Library does not return unsolicited material or notify a group if their material is not acceptable for any reason, including lack of space.

### **Displays**

After the needs of the Library are met, the Library may elect to provide a **Community Events Board** for information about events that serve the needs of its local community. The amount of information that may be displayed in this manner is dependent upon space available.

Unsolicited material may be accepted for **display** if it meets all of these criteria:

- It describes a public educational, recreational, cultural, or community interest event.
- It is of local interest, occurring in the Lake of Bays and surrounding area and relevant to the local community.
- It is in support of a legally constituted non-profit or charitable organization or a government-supported agency such as the Board of Education.

### **Unacceptable Materials**

Materials that may not be acceptable for display may include:

- Retail or wholesale advertisements, private notices, personal services and information about money-making events sponsored by for-profit organizations.
- Material that contravenes the *Human Rights Code*, the *Charter of Rights*, the *Criminal Code of Canada*, Township of Lake of Bays bylaws, or subsequent legislation.
- Material that advocates a particular political, religious or philosophic position.
- Petitions and solicitations.
- Material inappropriate in size (larger than 8 1/2" x 11") and format
- Material, as determined by staff, not relevant to their immediate community.

**Policy** Lake of Bays Township Public Library Board

Date approved: November 27<sup>th</sup> 2017    Number:    Page **2** of **2**

Title:    **Community Information Policy**

Date reviewed: 2021

**Distribution**

The Library may elect to distribute publications from major cultural organizations and educational institutions such as college calendars, Haliburton School of the Arts, and Stratford or Shaw Festival events. The availability of these is dependent upon space and appropriate distribution facilities. These items should not take visual precedence over Library or Lake of Bays Township information.

**Procedures**

Materials can be dropped off at the Circulation Desk or mailed to the Library. Materials are reviewed weekly by Library staff to determine what can be posted within these guidelines.

**Note:** Community publicity is approved and posted **only** as space and staff time permit.

Approved: November 27<sup>th</sup> 2017

Reviewed: November 2021

Signature of the Chairperson \_\_\_\_\_