



Policy Name:	Community Information
Policy Type:	Operational
Policy Number:	OP-09
Original Adoption Date:	November 1998
Current Approval:	June 2025
Review:	January 2028
Motion:	2025:53

Community Information

1. Purpose:

The Library maintains several outlets for community information, including but not limited to, pamphlet displays and a community display cabinet. The purpose of this policy is to set guidelines for inclusion of information of these outlets and applies to all public display areas in the Library building.

2. Policy:

The Library makes available information on community activities, agencies and organizations to facilitate access to resources within the community and as a partner is promoting community services. The Board encourages the display of not-for profit bulletins, information, and brochures so that community members can fully participate.

3. Procedure

Section 1 – Community Information Displays in the Library

- a. Unsolicited material must meet the following criteria:
 - i. Be of local interest
 - ii. Have an acceptable standard of presentation
 - iii. Identify the name of the issuing body and must fulfill one of the following criteria:



Policy Name:	Community Information
Policy Type:	Operational
Policy Number:	OP-09
Original Adoption Date:	November 1998
Current Approval:	June 2025
Review:	January 2028
Motion:	2025:53

- Supply information on the municipalities, government, or local community
 - Support of a legally constituted non-profit organization
- b. The display of material does not constitute an endorsement of any group, activity, or event by the Library. Materials that give health or legal information are not intended to replace professional advice or services.
- c. The Library displays and distributes certain free publications that meet the criteria of its Collection Development Policy, some of which may be produced or distributed by for-profit organizations. In these instances, the primary purpose of the publication must be to inform or enlighten, rather than to promote the producing agency.
- d. The Library will not display or distribute:
- i. materials that contravene the ***Ontario Human Rights Code***, federal or provincial laws and regulations
 - ii. faith-based materials whose primary purpose is the promotion of faith
 - iii. materials advertising and promoting commercial products or services
 - iv. personal ads and notices of goods and services
 - v. ballot boxes, donation receptacles, or petition sheets. The Library does not accept charitable donations on behalf of any third party organizations except for the annual Veterans' Poppy Campaign and any other arrangements specifically approved by the Board.
- e. Space may be limited, therefore the Library reserves the right to remove materials at any time to limit the amount of space devoted to any one particular organization. Priority may be placed on organizations, services, and events located within Orillia and surrounding townships.



Policy Name:	Community Information
Policy Type:	Operational
Policy Number:	OP-09
Original Adoption Date:	November 1998
Current Approval:	June 2025
Review:	January 2028
Motion:	2025:53

- f. Information or postings must be submitted to the Director of Information Services for approval, posting, display in kiosks and subsequent removal. The Library reserves the right to remove unauthorized postings.
- g. The Library assumes no responsibility for damage to materials, removal by a third party, or for returning materials after use.
- h. Any complaints or request for reconsideration can be addressed to the CEO or designate.

Section 3 – Election Campaign Material

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

Related Documents:

- [*Ontario Human Rights Code, R.S.O, 1990*](#)
- Orillia Public Library: Collection Development (OP-04)
- Orillia Public Library: Intellectual Freedom (FN-04)
- Orillia Public Library: The Library and Political Elections (OP-16)