



Policy Title:	Community Information Display
Policy Type:	Public Service
Policy #:	PS 009-02
Policy Authority:	CEO
Effective Date:	May 2013

PURPOSE

This policy provides guidelines to staff with respect to posting of public information.

POLICY

In support of the tenets of intellectual freedom and ease of access to information, the Clarington Public Library provides limited display space for informational bulletins, posters and brochures covering primarily local and regional information.

Inclusion of materials on bulletin boards and pamphlet display areas does not mean that the contents are condoned, endorsed or recommended by the Clarington Public Library.

All material becomes the property of the Clarington Public Library. The Library reserves the right to dispose of the material as it sees fits.

The Library is not responsible for notifying customers if their submitted materials are not posted. Similarly, Library is not responsible for returning material submitted for posting, to its originators.

Since it is not possible to ensure, in limited library display areas, that all viewpoints on any particular issue are represented, these must be covered in the context of the library's other resources and not in display areas.

The number of materials displayed for any group or organization will be limited at the discretion of the library. Featured are publications that pertain to the visual and performing arts, education, community events, leisure and recreational pursuits, and information about services supported by government, community or volunteer organizations, in the following areas: health, housing assistance, social services, employment assistance and income support.

Material deposited or posted without Library permission will be removed from display.

The length of time that materials are displayed is subject to demand and space availability.

Priority is given to material in the following order of origin:

1. Library;
2. Government agencies;
3. Local not-for-profit organizations;
4. Cultural organizations on significant cultural events held outside the Durham Region, e.g. Stratford Festival.

Material not accepted for posting or distribution include the following

1. Retail/wholesale advertisements;
2. Private notices;
3. Materials regarding solicitation, such as petitions, recruitment literature, fundraising except as approved by Library Administration;
4. Materials with omission of essential information or unacceptable standards of legibility, neatness , spelling, as determined by the Clarington Public Library;
5. Materials that contravene federal, provincial or municipal legislation.

GUIDELINES/PROCEDURES

1. All materials for display will be reviewed by one designated staff member at each location before posting.
2. Serial publications will be reviewed by Adult Services Coordinator before displaying. Ongoing distribution is dependent upon space and demand.
3. Designated staff member will:
 - a. Date stamp materials to show that they have been
 - b. Reviewed by staff, before posting
 - c. Remove and discard unauthorized and outdated items
 - d. Maintain currency and attractiveness of display materials
 - e. Distribute as required materials to other service locations