

Policy Title:	Digital Newspaper Collection & Personal Information
Policy Type:	Public Service
Policy #:	PS 029
Policy Authority:	CEO
Effective Date:	October 2017

PURPOSE

To outline the Library's commitment to upholding the fundamental rights of intellectual freedom, the freedom to read, and the freedom of the press as embodied in the Canadian Charter of Rights and Freedoms. Moreover, to provide guidance to staff when individuals request personal information be removed from the digital newspaper collection.

SCOPE OF POLICY

This policy supports the Collections and Materials Selection Policy by specifically outlining the Library's position regarding the digital newspaper collection and personal information presented in digitized copies of local newspapers.

BACKGROUND

The Clarington Public Library partnered with the Clarington Museum and Archives to digitize local newspaper collections in order to preserve local history while facilitating easy access to the documents. The Library sought permission from the copyright holders to digitize the newspapers and host them online.

The Clarington Public Library is not the copyright holder of the information in the digitized newspapers, but acts as a curator of the documents. As a result, the Library cannot alter the content of the newspapers made available through the digital newspaper collection.

SUPPORTING POLICIES AND LEGISLATION

In establishing this Digital Newspaper Collection and Personal Information Policy, the Library is cognizant of Section 2(b) of the Canadian Charter of Rights and Freedoms, which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication and the Canadian Bill of Rights, section 1f guarantees freedom of the press.

In addition, the Clarington Public Library Board has endorsed the following policy, available on the Library's website:

- Canadian Federation of Library Associations' "Statement on Intellectual Freedom and Libraries"

PROCEDURE

The purpose of the digital newspaper collection is to preserve local history while making the information freely available. The Library recognizes that some of the information may be factually disputed or written from a historic perspective that no longer reflects current opinion.

Individuals who have concerns about any newspaper content are encouraged to contact the copyright holder directly.

Orono Weekly Times* <http://www.oronoweeklytimes.com/>

*Copyright holder for newspapers covering the Orono Community.

Metroland Media** <https://metroland.com/>

**Copyright holder for newspapers covering the broader Clarington region.

Individuals who wish to make a formal request to the Library to have information removed from the digital newspaper collection are directed to the “Request for Removal of Personal Information from the Digital Newspaper Collection” available upon request.