



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Facilities Use #7

POLICY REPLACING: New

SUBJECT: Use of Library Resources During an Election Campaign Period (Provisional)

BOARD APPROVAL DATE: May 8, 2018

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### RATIONALE:

Bracebridge Public Library endorses the Election Policy (TOB-EP-2018-01) of the Corporation of the Town of Bracebridge approved on March 28, 2018 with respect to the use of municipal resources during an election campaign period. The Library's policy contains operational directions for application in a library setting.

### DEFINITIONS:

**Campaign materials** - any materials used to solicit votes for a candidate(s) or question in an election, including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia.

**Candidate** - any person who has filed and not withdrawn a nomination for an elected office at the municipal, school board, provincial or federal level.

**Library Resources/Information** - include but are not limited to Library Board members, employees and volunteers, events, programs and services (including online services such as online and social media channels), facilities, equipment and supplies, funds, information (including library patron database), intellectual property and library infrastructure.

**Library Infrastructure** - any physical or technology systems that support the operation of library programs and services, including but not limited to the computer network, telecommunications, e-mail system, wireless equipment, computer hardware, software and peripherals, internet and intranet. Library infrastructure excludes public right-of-way, including sidewalks, roads, laneways and boulevards.

**Social Media** - online technologies and practices used to share opinions, insights, experiences and perspectives through words, pictures, music, videos and audio.

### POLICY STATEMENT:

Bracebridge Public Library supports the community in civic engagement and participation. To accomplish this, Bracebridge Public Library will be non-partisan in its use of resources and will not support, endorse, or advocate the viewpoints or beliefs of any one candidate, political party, organization or group.

### Scope

This policy applies to Board members, employees and volunteers of the Bracebridge Public Library in their dealings with candidates for elected office and their representatives, including current Town Councillors during the Municipal Election Campaign period.

### Activities Allowable During an Election

Any Library employee running as a candidate in an election will comply with the applicable elections act.



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A Library employee or volunteer involved in a political campaign will be politically neutral in carrying out his or her library duties and will not participate in campaign activities during his or her working hours, including paid breaks.

Board members may continue their Library Board responsibilities when they are running for office.

In our role as an information centre, the Library will provide factual, nonpartisan information regarding the election process eg. date of election, location of voting polls, voting procedures.

### **Activities Not Allowable During an Election**

In accordance with the Election Policy of the Town of Bracebridge, the municipally owned library facility and its equipment, supplies, services or other resources, including Library staff, may not be used for any election campaign related activities. No election campaign related activities take place on Town owned property, including the Library.

The printing of election campaign related material is not authorized. (See Facilities Use #4 - Acceptable Computer & Electronic Devices Use)

A Library Board Member may not use his or her position on the Board to influence Board members, employees or volunteers for the benefit of a specific candidate, political party, or a question on a ballot during an election.

During work/volunteering hours, while on BPL property, when representing the Library online and when on library business, Library Board members, employees and volunteers shall not wear anything that promotes a specific issue, candidate or party, e.g. election buttons, campaign t-shirt. Library Board members, employees and volunteers while on BPL property shall not post, distribute or promote an election candidate or campaign materials in work spaces or online.

Beyond the normal provision of service, Library employees and volunteers will not perform any service, offer any advice or provide any information solely for the use of one candidate, political party, political party advocate, supporter or opponent of a question on a ballot during an election under section 39.1 of the Municipal Elections Act, 1996 and in accordance with any other legislation governing elections.

Once the writ is issued for Provincial or Federal elections, MPPs and MPs are no longer elected officials and therefore shall not be invited to attend Library events as such.



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### **Accountability**

Should any written complaint arise regarding the alleged use of Library resources in contravention of this policy, the CEO/Chief Librarian, or his or her designate, shall have the delegated authority to investigate it and resolve the issues.

Nothing in this policy shall preclude Library staff from exercising his/her civic right and duty to participate in an election process, as a private citizen.

### **RELATED DOCUMENTATION:**

Municipal Elections Act, 1996 as amended  
Election Finance Act, 1990, as amended  
Canada Elections Act, 2000, as amended  
Town of Bracebridge Election Policy (TOB-EP-2018-01)  
Circulation #3 – Confidentiality  
Customer Service #1 – Treatment of Library Patrons  
Donations #1- Monetary and In-kind  
Facilities Use #1 - Standard of Acceptable Behaviour  
Facilities Use #2 - Photographic, audio and video media  
Facilities Use #4 - Acceptable Computer & Electronic Devices Use  
Facilities Use #5 - Display Space  
Information Services #1 - BPL Information Services  
Public Relations #1 - Social Media  
Volunteers #2 - Friends of the Bracebridge Public Library

### **ADAPTED FROM:**

London Public Library Policy, January 25, 2018  
SOLS Trillium Public Library (sample policy), April 2018

**PREVIOUS REVISIONS:** None