



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Facilities Use #5

POLICY REPLACING: Display Space & Community Bulletin Board Use  
June 10, 2014

SUBJECT: Display Space & Community Bulletin Board Use

BOARD APPROVAL DATE: September 11, 2018

PAGE: 1 OF 2

### RATIONALE:

As an essential community hub, Bracebridge Public Library makes available information on non-profit community activities, agencies and organizations in order to facilitate access to resources within the community and as a partner in promoting community services and events. The Library encourages the display of bulletins, brochures and posters regarding events in order that residents and visitors can participate in community activities. This policy sets out the types of information suitable for collecting, displaying and distributing at the Library.

### DEFINITIONS:

#### **Non-profit:**

Generally refers to an organization whose profits are not passed on to its members. Such an organization may carry on activities that may realize a profit, provided that those activities do not constitute the primary activity of the organization and that the funds realized are used for the objectives of the organization and not passed on to its members.

### POLICY STATEMENT:

Promotional materials for library programs and library co-sponsored programs are given first priority for use of this space.

Bracebridge Public Library cannot guarantee that everything will be posted or displayed and reserves the right of refusal, removal and disposal.

The Library provides this space for:

- a) Municipal services
- b) Community groups
- c) Educational organizations
- d) Health and social services agencies
- e) Recreation and cultural institutions

Because space is limited, it may not be possible to display all materials that are acceptable under this policy. The Library will display materials for a limited time subject to the availability of space and no sooner than 1 month prior to the event.

Due to space limitations, the Library prefers letter-sized posters. Larger materials will be posted only if space permits.



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**PAGE:** 2 OF 2

The Library is not responsible for any damage to, or theft of display items, equipment or posted material. The Library assumes no responsibility for providing materials or special assistance in setting up or taking down displays.

All posting must be submitted to library staff for approval.

Posting of notices on library bulletin boards does not indicate endorsement by the Library of the policies, beliefs, ideas, issues or events promoted.

Bulletin boards and pamphlet racks **MAY NOT** display:

- a) Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations
- b) Any material that is partisan, religious, political, commercial or offensive in nature
- c) Personal ads and notices including notices of items for sale or rent
- d) Multiple copies of the same posting on the bulletin board
- e) Job postings
- f) Petitions or sign-up sheets
- g) Fundraising or monetary donation boxes may not be accepted or displayed

Exceptions to these rules will be made for posters or petitions that are to be distributed or made available to the public at key Municipal locations, as part of initiatives of the full Bracebridge Town Council or at Council direction to Town administration.

**RELATED DOCUMENTATION:**

Ontario Human Rights Code

**PREVIOUS REVISIONS:**

June 10, 2014