

Purpose

To standardize the types of information that are suitable for collecting, displaying and distributing in the library.

Making information available regarding community activities, local agencies and organizations facilitates access to resources and allows the library to promote local services and events. The library encourages the display of bulletins, brochures and posters so that residents can fully participate in community activities.

Definitions

Displays and **exhibits** include but are not limited to, print posters, digital posters, paintings and personal collections. They also include initiatives where an organization puts up a display board or information booth in Library space.

Policy

1. Community Information Collection

1.1. The library will collect and keep current information on the services of community agencies and organizations. This will include up to date information on:

- 1.1.1. Municipal services
- 1.1.2. Community groups
- 1.1.3. Educational organizations
- 1.1.4. Health and social service agencies
- 1.1.5. Recreational and cultural institutions

1.2. The library will provide easy, convenient, and confidential access to information on agencies and organizations.

1.3. Library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately in a sensitive manner. Library staff will also refer individuals to other community information directories when appropriate.

1.4. Patron confidentiality will be respected at all times unless required by a court of law or legislation.

2. Community Information Displays

2.1. The library will make available space to display materials about community activities and events.

2.2. The display of material does not constitute the endorsement of any group.

2.3. Library staff will place, post and remove all materials on the bulletin boards and in the brochure racks. Organizations will put up their own display boards/information booths if they have received permission to do so.

2.3.1. Any Materials placed or posted without authorization will be removed.

2.4. Materials for display may be presented in the branch or emailed to Library Administration for centralized distribution.

2.4.1. The library cannot guarantee that all items received will be posted.

2.5. Materials will be accepted on a space available basis using the following order of priorities:

2.5.1. Notices of library programs, events, activities and services

2.5.2. Notices of County programs, events, activities and services

2.5.3. Notices for the local municipality and agencies

2.5.4. Notices of cultural, educational and recreational events.

2.6. All material will become the property of Huron County Library and the library will dispose of materials as it sees fit.

2.7. The library will not display or distribute:

2.7.1. Advertising or endorsement of private or corporate businesses whose main purpose is profit. Inclusion of personal or small, local business advertising is at the discretion of the Branch and is subject to space limitations and staff time.

2.7.2. Material so large as to exclude the posting of other items.

2.7.3. Material which omits essential information (date, time, place, fee, or contact information).

2.7.4. Material which would violate the Ontario Human Rights Code or other relevant legislation.

2.7.5. Political posters for individual political parties or candidates.

2.7.6. Posters that advocate for a particular religious or partisan position. Promotion of community events by religious groups is acceptable.

2.8. The library will seek to utilize technological means such as in-branch televisions and agency email lists to share information where appropriate.

3. Community Exhibits and Displays

3.1. Where appropriate space exists, the library will make available free exhibition space for artistic and historical materials.

3.2. All exhibits, whether generated by library staff or the public, will be considered based on the following:

3.2.1. Relevance to Huron County Library vision, mission and values

3.2.2. Historical or regional relevance

3.2.3. Artistic expression

3.2.4. Relation to other events or exhibits in the community

3.2.5. Appropriateness to the library environment

3.2.6. Attention of viewers and the public

3.2.7. Ease of installation

3.2.8. Availability of library space

3.3. Huron County Library has the right to refuse any work which does not fit within some or any of the above selection criteria.

3.4. Exhibits of materials for sale require the approval of the County Librarian. The library will not be responsible for transaction between buyer and seller, but may display seller contact information if approved.

3.5. Loaned exhibits will complete the Exhibit Loan Form.

Replacement Statement

This policy replaces all previous versions and comes into effect on the date passed.

Citations

Public Libraries Act, R.S.O. 1990, Chap. P 44

Related Documents

Elections Policy. LIB-OP-86

Exhibit Loan Form.

Ontario Human Rights Code.

Appendix A:**Exhibit Loan Form**

Received From:

Address:

City/Town:

Postal Code:

Phone:

Email:

Date(s) on display:

Item (s):

Size:

Approximate Value (s):

Description:

The Huron County Library reserves the right to use any of the information on this form for publication purposes. The owner of the item(s) agrees to permit the Huron County Library to photograph such item(s) and, where deemed appropriate by the Huron County Library, to publish such photographs.

I have read the *Exhibit Loan Form* and the *Community Information and Displays Policy*

Signature of Lender_____
Date_____
Signature of Huron County Library Representative_____
Date