

Policy Type:	Operational	Policy Number: OP – 15
Policy Title:	Community Information and Display Policy	ARM
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OP – 15 Community Information and Display Policy

Purpose:

The Hanover Public Library (the library) makes available information on community activities, agencies, and organizations in order to fulfill the library’s mission to be a community hub and source of local information, to support people in reaching their potential, to promote life-long learning, to foster an appreciation of local heritage, and to increase public awareness of the library’s resources.

Information resources and display spaces are provided to facilitate access to resources for the community. The library encourages the display of bulletins, brochures and posters regarding local events to enable people to participate in community activities. This policy sets out the types of information suitable for collecting, displaying and distributing in the library, on bulletin boards, in display cabinets and occasional display spaces.

Scope:

This policy covers information collected by the library, and information and resources provided by third parties for display in the library. This policy does not cover wall display of art works in the Civic Centre. See Town of Hanover “Public Display of Art” Policy.

Definition:

“Local” means within Grey and Bruce counties, particularly Hanover, West Grey, Brockton and South Bruce.

Policy Statement:

Community Information and Services:

Staff will be knowledgeable about community agencies and organizations, and provide current information about:

- a) municipal services; and
- b) community groups; and
- c) educational organizations; and
- d) health and social services agencies; and
- e) religious, recreation and cultural institutions; and
- f) tourist attractions and services, as the tourist information outlet for the town.

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

Staff will be capable of referring people appropriately and in a sensitive manner. Confidentiality will be respected at all times.

Bulletin Boards:

The library provides a "Not-for-Profit Community Information" board. Poster space is available to local non-profit, advocacy, and civic organizations advertising charitable, cultural, social, educational and recreational events. Information for display will be prioritized by event date.

Limited other display space is available to local providers of services in support of literacy, life-long learning, mobility, health, family and seniors support, and civic and social services.

Priority is given to organizations serving Hanover.

All notices must be submitted to the library staff for approval and display. Notices posted without approval will be removed and discarded.

The library will not display or distribute:

- a) materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations; or
- b) faith-based materials whose primary purpose is the promotion of faith; however, events sponsored by local religious groups may be displayed; or
- c) materials advertising and promoting commercial products or services; or
- d) personal ads and notices, including notices of items for sale or rent; or
- e) political, partisan or personal campaigns or petitions; or
- f) multiple copies of the same posting.

Displays and Exhibits:

The library provides a display case and occasional display spaces for public and library use.

Exhibits using these facilities shall further one or more of these purposes:

- to call attention to a theme related to the library's mission, services, collections or programmes;
- to highlight current issues, events or other subjects of public interest;
- to display heritage materials relating to our community's history;
- to display high quality original art, crafts, photographs or writings created by local artists or relating to local topics of interest;
- to display interesting collections or hobbies of local residents.

The library reserves the right to refuse display space to exhibits that do not further the purposes stated.

Granting of permission to display materials does not imply endorsement of content or ideas.

The library only accepts responsibility for the accuracy or impartiality of information in its own displays.

The library display space may not be used to solicit funds, or promote the sales of goods and services.

Displays of original art will only be accepted from members of the library (except for those covered by the Town of Hanover Public Display of Art policy or for special events).

Requests from Town of Hanover departments or committees will take precedence over requests from the general public.

Approval to display materials will be based on the following guidelines:

- a) appropriate display space is available;
- b) the material is submitted by the owner or creator;
- c) the content is appropriate for display in a public setting.

The name and contact information for the group or individual presenting the display must be clearly marked.

The library assumes no responsibility for theft, loss, damage or destruction of items left for display. Insurance must be provided or explicitly waived by the owner.

The Library Display Agreement must be completed by the owner for any display materials to be loaned to or left on display in the library.

Related Documents:

Town of Hanover – *FAC-007 Public Display of Art*

Town of Hanover – *ADM-015 Use of Corporate Resources for Campaign Purposes.*

Hanover Public Library - *Library Display Agreement and Procedure*