



Section of Policy Manual: Services	Policy No. : SER-07
Subject: Community Information	Policy Approval Date: <b>March 14, 2024</b> Date first approved: October 11, 2018
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The Gravenhurst Public Library makes information available on 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 notices, brochures and posters regarding events in order that residents can fully participate in community activities. This policy sets out the types of information suitable for accepting, displaying and distributing in the Library.

### **Section 1: Community Information Collection and Services**

1. The Library will accept and keep current information on the services of community agencies and organizations. This includes recent information on:
  - a) municipal services
  - b) community groups
  - c) educational organizations
  - d) health and social services agencies and
  - e) religious, recreation and cultural institutions
2. Library staff will provide easy, convenient and confidential access to information on agencies and organizations.
3. Library staff will be knowledgeable about community agencies and organizations in order to better assist people by providing them with available information.
4. Patron confidentiality will be respected at all times.

### **Section 2: Community Information Displays in the Library**

1. The Library will make space available to display materials about community activities and events.



### **Community Information (Continued)**

2. The display of material does not constitute an endorsement of any group.
3. Only Library staff will place, post and remove materials on the bulletin boards. Any item posted on the Community Events and Community Services boards must be signed and dated by Library staff.
4. Materials will be accepted on basis of space availability using the following priorities:
  - a) notices of library programs, events, activities and services
  - b) notices of community interest from the local municipality and agencies
  - c) notices of cultural, educational and recreational events
5. All materials become the property of the Gravenhurst Public Library and Library staff will dispose of materials as they see fit.
6. The Library will not display or distribute:
  - a) materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations
  - b) faith-based materials whose primary purpose is the promotion of faith, however events sponsored by local religious groups may be displayed
  - c) materials advertising and promoting commercial products or services
  - d) personal ads and notices including notices of items for sale or rent
  - e) multiple copies of the same posting on the bulletin board
7. Any complaints or appeals will be resolved by the CEO/Chief Librarian.

### **Section 3: Election Campaign Material**

1. Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the library. See GOV-16 Use of Corporate Resources in Municipal Elections.

### **Related Documents**

GPL Policy GOV-16 Use of Corporate Resources in Municipal Elections