

**TEMISKAMING SHORES PUBLIC LIBRARY
POLICY**

SUBJECT: Community Information Policy
REVIEW DATE: May 15, 2019
NEXT REVIEW DATE: 2nd quarter 2023

POLICY NO: Facilities-3
MOTION NO: 2019-25

The Temiskaming Shores Public Library makes available information 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 bulletins, 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 collecting, displaying and distributing in the library.

Community Information Collection

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:
 - a. municipal services
 - b. community groups
 - c. educational organizations
 - d. health and social services agencies and
 - e. religious, recreation and cultural institutions
2. The library will provide easy, convenient and confidential access to information on agencies and organizations.
3. The library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner.
4. Patron confidentiality will be respected at all times unless required by a court of law or legislation.

Community Information Displays in the Library

1. The library may make available space to display materials about community activities and events.
2. The library has the right to refuse to display materials for any reasonable reason.
3. The display of material does not constitute an endorsement of any group.
4. The library staff will approve, date, post and remove all materials on the bulletin boards and in the brochure racks as it sees fit.

Facilities-3

5. Materials will be accepted on a space availability basis 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
6. All materials become the property of the Temiskaming Shores Public Library Board and the library will dispose of materials as it sees fit.

Types of Community Information

1. The library will not display or distribute:
 - a. materials that contravene federal or provincial laws and regulations
 - b. materials whose primary focus is partisan or political in nature, however materials may be eligible only when it announces meetings and forums for discussion of community issues
 - c. faith-based materials whose primary purpose is the promotion of faith, however events sponsored by local religious groups may be displayed
 - d. materials advertising and promoting commercial products or services unless approved by library staff
 - e. personal ads and notices including notices of items for sale or rent
 - f. multiple copies of the same posting on the bulletin board
2. Any complaints or appeals will be resolved by the CEO of the library

(May 15, 2019)