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| Board Motion Number: | 2021-26 | Year of Next Review: | 2026 |
| Date Approved: | November 15, 2021 | Chairperson's signature: | |

COMMUNITY INFORMATION POLICY

BACKGROUND

Oxford County 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.

PURPOSE

This policy sets out the types of information suitable for collecting, displaying and distributing in the library.

PROCEDURES

Section A: Community Information Collection and Services

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) Recreation and cultural institutions.
2. The library will provide easy, convenient and confidential access to information on agencies and organizations. All requests to display or distribute materials will be handled in a fair and consistent manner.
3. The library may choose to provide community information in print and/or electronic format.
4. The library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner. Library staff will also refer individuals to other sources of community information, for example, Ontario 211: Community and Social Service Help Line (www.Ontario211.ca) when appropriate.
5. Patron confidentiality will always be respected.

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Section B: Community Information Displays in the Library

1. The library will make available space to display materials about community activities and events.
2. The display of material does not constitute an endorsement of any group.
3. Library staff will place, post and remove all materials on the bulletin boards, brochure racks and other selected display spaces.
4. Materials will be accepted on a space-available basis using the following priorities:
 - a) Notices of library programs, events, activities and services.
 - b) Notices of community interest from the local municipalities and agencies.
 - c) Notices of cultural, educational and recreational events.
5. All materials become the property of Oxford County Library, and the library will dispose of materials as it sees fit.
6. The library reserves the right not to display or distribute:
 - a) Materials that contravene the Ontario Human Rights Code, federal, provincial or municipal laws and regulations, library policies and procedures.
 - b) Faith-based materials whose primary purpose is the promotion of faith; however, local church events such as bazaars, benefiting the community at large, may be displayed.
 - c) Materials advertising and promoting commercial products or services.
 - d) Materials that advocate a particular political, sectarian or philosophic position.
 - e) Petitions, pledge forms, and sign-up sheets.
 - f) Personal ads and notices including notices of items for sale or rent.
 - g) Poorly produced materials that are difficult to understand.
 - h) Multiple copies of the same posting.
7. Any appeals must be in writing and will be resolved by the CEO. The final decision rests with the CEO.

Section C: Election Campaign Material

1. Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the library with the following exception:
 - a) Political materials may be eligible when they announce meetings and forums for discussion of community issues.