

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Community Information, Displays and Solicitation Policy	Section R02	Index #10
	Effective Date:	September 6, 2023	Approved By: Lambton County Council	
	Revision Date:	June 7, 2023		
	Drafted on:	April 12, 1995		

PURPOSE

This policy provides guidance to Lambton County Library employees concerning the type of community information the library will collect and promote.

POLICY

This policy describes how Lambton County Library makes available information on community activities, agencies, and organizations 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 or activities so that residents can fully participate in community activities. This policy sets out the type of information suitable for collecting, displaying and sharing in the Library.

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services.

DEFINITIONS

“Materials” means a variety of types of documents for display including notices, posters, digital posters and media, and literature for distribution including flyers, pamphlets, newsletters, community newspapers, bookmarks and postcards.

“Partisan” is defined as favoring, promoting or opposing a political party, platform or candidate for public office.

“Premises” means all Lambton County Library locations including any buildings and land owned, leased, or provided to the Library to deliver library services from. This includes all interiors and exteriors of spaces including patios, gardens, parking lots, for example.

REGULATIONS

1. Lambton County Library will maintain and/or facilitate access to current information on the services of community agencies and organizations. This will include current information on, but not limited to:
 - a. Municipal services
 - b. Community groups
 - c. Educational organizations
 - d. Health and social service agencies
 - e. Cultural, recreational or religious institutions
2. The Library will provide easy, convenient and confidential access to information on agencies and organizations.
3. Employees will be knowledgeable about community agencies and organizations and be capable of referring people appropriately and in a respectful manner.
4. Patron confidentiality will be respected, except in cases where requirements of the law intervene.
5. The Library will make available Community Bulletin Boards to display materials about community activities and events. Placement of materials are restricted to Community Bulletin Boards only.
6. The display of material does not constitute an endorsement of any group, activity or event by the Library.
7. Employees will handle the placement of materials on bulletin boards, and removal of materials from bulletin boards. Materials will not be returned.
8. Any materials displayed or distributed in non-designated space on Library premises will be removed. Removal of postings is at the discretion of Library staff. Further, the Library reserves the right to dispose of any materials that are placed or posted without approval or in excessive quantities.
9. Materials will be accepted for posting as space is available, using the following priorities:
 - a. Notices of Library programs, events, activities and services, including co-sponsored Library programs and events at Sarnia Library Theatre.
 - b. Notices from local municipalities, partner agencies, government and community agencies, the provincial and federal governments.
 - c. Notices of cultural, educational and recreational events.
10. 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.
 - 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.
 - f. Materials with poor quality production or difficult to understand.
 - g. Petitions.
 - h. Material that advocates a particular political, sectarian or philosophic position.
11. Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the Library with the following exceptions:
- a. Political materials may be eligible when they announce open meetings and forums for discussion of community issues.
12. Physical materials intended for system-wide distribution must be delivered to Library Headquarters (attention: Technical Services) for consideration. Accepted material quantities are at the discretion of the Library.
13. Physical materials intended for system-wide distribution must be submitted to the Library at least 21 days before the advertised event.
14. Electronic submissions of materials must be directed to the Library's Communications Officer for consideration.
15. Materials promoting programs or events at a single location targeted toward that location or neighbourhood only and not for distribution system-wide may be delivered to that specific location. Accepted material quantities are at the discretion of the location.
16. Any complaints or appeals will be made to the Manager, Library Services.
17. Solicitation is not permitted inside any Lambton County Library location, as outlined in County of Lambton Solicitation in County Facilities Policy (C00.09). The only exception to this regulation is the availability of Poppy Boxes during the Royal Canadian Legion's annual Poppy Box Campaign in support of veterans.

ASSOCIATED DOCUMENTS

County of Lambton Solicitation in County Facilities Policy (C00.09)

POLICY HISTORY

REVISION	DATE	PREPARED BY
Created (Soliciting)	February 27, 1992	Chief Librarian
Created (Distribution / Display of Materials From Outside Groups)	April 12, 1995	Chief Librarian
Combined and Revised	September 6, 2023	Manager, Library Services