

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-14
Policy Title: Community Information	Policy Approval Date: 02/13/24
Chairperson: V. Duke	Policy Review Date: 02/28

**Intent:**

in order to facilitate access to resources within the community and as a partner in promoting community services and events, the Muskoka Lakes Public Library (herein after referred to as the Library) has information available on community activities, agencies and organizations. The Library encourages the display of bulletins, brochures and posters regarding events so that residents can be informed of and participate in community activities. This policy sets out the types of information suitable for collecting, displaying and distributing in the Library.

**Regulations:**

In accordance with its Vision, Mission and Statement of Values the Library makes available information on community activities, agencies and organizations.

**Procedures:**Community Information

1. The Library will accept information on the services of community agencies and organizations. This may include current information on:
  - a) municipal services
  - b) community groups
  - c) educational organizations
  - d) health and social services agencies
  - e) recreational, religious 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 respectfully.
4. User confidentiality will be respected, except where information must be disclosed in accordance with the Protection of Privacy, Access to Information and Messages under CASL Policy (OP-03).

Community Information Displays

1. Each Library branch will provide a Community Events bulletin board for information about events that serve the needs of its local community.



2. The Library will provide access to information about community activities and events and space to display materials in a variety of formats, which may include bulk publications (e.g. community newspapers and magazines, cultural brochures, continuing and full-time education calendars).
3. The display of materials does not constitute an endorsement of any group or its views.
4. All requests to display and distribute materials will be handled in a fair and consistent manner with the understanding that it may not be possible to display all materials that are acceptable under this policy.
5. 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 municipality and agencies
  - c) notices of cultural, educational and recreational events
6. While the Library will endeavor to keep the material current, it is the responsibility of the supplier to provide up-to-date information.
7. All material becomes the property of the Library and the Library reserves the right to dispose of the material as it sees fit. The Library staff will place, post and remove all materials on the bulletin boards and in the brochure racks.
8. The Library will not display or distribute:
  - a) materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations, Township by-laws and/or Library policies and procedures
  - b) materials whose primary focus is partisan or political in nature. However political materials may be eligible when it announces meetings and forums for discussion of community issues in accordance with The Library and Political Elections Policy (OP-19)
  - 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
  - e) personal ads and notices including notices of items for sale or rent
  - f) multiple copies of the same posting/event
9. Any complaints or appeals will be addressed by the CEO or designate.

### **Related Documents:**

MLPL GF-01 Mission Statement

MLPL GF-02 Vision Statement

MLPL GF-03 Statement of Values

MLPL OP-03 Protection of Privacy, Access to Information and Messages under CASL.

MLPL OP-19 The Library and Political Elections

