

**Lincoln Public Library Board
POLICY MANUAL**

SECTION: FACILITIES

INDEX: C-12

TOPIC: Community Information

PAGE: 1 of 2

DATE: September 2011

REVISED: November 2017

Purpose

The Lincoln 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.

A. Community Information Collection and Services

1. The library will facilitate convenient and confidential access to print and on-line information on agencies and organizations including municipal services, community groups, educational organizations, health and social service agencies and religious, recreational and cultural institutions.
2. The library staff will be knowledgeable about community agencies and organizations and capable of referring people appropriately and in a sensitive manner.
3. Patron confidentiality will be respected at all times.

B. Community Information Displays in the Library

1. The library will make available space to display materials about community activities and events.
2. 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 non-profit agencies.
 - c) Notices of non-profit cultural, educational and recreational events

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2. The library will not display or distribute:
 - a) Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations;
 - 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;
 - 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 on the bulletin board.

3. The library staff will place, post and remove all materials on the bulletin boards and in the brochure racks.

4. All materials become the property of the Lincoln Public Library Board and the library will dispose of materials as it sees fit.

5. The display of material does not constitute an endorsement of any group.

6. Any complaints or appeals will be resolved by the CEO.