

EAST GWILLIMBURY PUBLIC LIBRARY BOARD

DISPLAY POLICY

1.0 PURPOSE

The East Gwillimbury Public Library provides and displays educational, cultural, and recreational materials and information, consistent with its core role to serve *as a community information resource centre*. The Library recognizes that provision of access to and display of materials describing the interests and services of external organizations serving the East Gwillimbury community is a component of effective information service.

This Display Policy serves as a guide to the permissible use of the Library for these purposes.

2.0 BULLETIN BOARDS & DISTRIBUTION OF MATERIALS

- .1 The Library displays community information in the form of pamphlets, posters or brochures on behalf of cultural, educational, social service, and volunteer agencies serving the East Gwillimbury community.
- .2 The Library does not necessarily support the aims or objectives of groups whose material may be on display.
- .3 Public notice boards shall bear a sign which reads:

“The services and programs of organizations and individuals posted on this notice board are not necessarily endorsed or recommended in any way by the East Gwillimbury Public Library.”
- .4 The Library reserves the right to assess the suitability and relative importance of submitted display materials and may refuse to display some materials. Materials also may be refused based on excessive or irregular size, poor production resulting in unclear or incomprehensible content, or content which promotes unlawful practices.
- .5 Materials advertising commercial endeavours will not be displayed.
- .6 Advertisements of a personal nature (lost items, want ads, etc.) and campaign literature for political candidates are not posted or distributed.
- .7 All material posted will bear an EGPL stamp.
- .8 While the period of display is at the discretion of the Library, dependent upon available space, every effort will be made to post material up to the dates of advertised events.
- .9 The Library does not accept responsibility for the loss, damage or safe return of materials. Materials will be disposed of at the conclusion of the display period.

3.0 INFORMATION BOOTHS

- .1 The Library permits hosted information booths for community groups, non-profit groups, and charities, where the information and tone of the display is of a non-proselytizing nature. Accordingly, information booths shall not be used for commercial, political, or religious purposes.
- .2 Written requests for information booth space should be directed to the Library Services Coordinator, including a brief description of the host organization and the purpose and content of the proposed display.
- .3 The Library will provide a designated space, table, and chair. Display units, signs, promotional materials, and all other supplies are the responsibility of the host group. The booth may not be used for sales or solicitation or for promotion of a commercial product. Information booth space may be booked for a maximum of three (3) days.
- .4 The Library reserves the right to assess the suitability of the proposed booking and to refuse the request.

4.0 SOLICITATIONS & PETITIONS

Solicitations by members of the public are not permitted in the Library, either in person or by petition. Petitions originating with the Library Board or the Town of East Gwillimbury Council are permitted, subject to formal approval by the Board.

5.0 SALES

The sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Town or Library Board sponsored events.

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