

REPORT

Oakville Public Library Board

Meeting Date: September 18, 2024

FROM: Oakville Public Library

DATE: September 9, 2024

**SUBJECT: Display and Distribution of Community Information Policy –
September 18, 2024**

RECOMMENDATION:

That the Display and Distribution of Community Information Policy be received for feedback.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Display and Distribution of Community Information Policy (Appendix A) has been updated and renamed from the previous version approved in June 2018 (Appendix B).
- This policy was updated based on a review of industry best practices and similar policies from other library boards.
- The new policy expands the channels for display and distribution to include digital signage, brochures, and online spaces.
- The updated policy specifies the types of acceptable and unacceptable materials for display, with more detailed guidelines.
- New requirements have been added to ensure materials conform to relevant legislation and promote non-discriminatory and non-prejudicial content.
- The policy clarifies the approval process and the right of OPL to refuse materials.

BACKGROUND:

The Display and Distribution of Community Information Policy establishes the conditions under which community information can be shared through OPL's channels. The previous policy (Display and Distribution Information for Public Policy), approved in June 2018, provided a framework for the display of materials on designated bulletin boards and display spaces. However, with the growth of digital platforms and the increasing need for clear guidelines on the types of materials displayed, a substantial update to the policy was necessary.

COMMENT/OPTIONS:

The updated policy (Appendix A) includes significant changes, highlighted in yellow, from the previous version (Appendix B). Highlights of those changes include:

- *Expanded Scope:* The policy now covers both physical and digital information channels, including information bulletin boards, digital signage, brochures, and online spaces.
- *Detailed Guidelines:* The policy provides specific examples of acceptable and unacceptable materials.
- *Conformance to Legislation:* New requirements ensure materials conform to the Ontario Human Rights Code and the Charter of Rights, promoting non-discriminatory and non-prejudicial content.
- *Approval and Right of Refusal:* The policy clarifies the process for submitting materials for approval and reserves OPL’s right to refuse or remove materials without notifying the supplier. It also states that all submitted materials become the property of OPL.

These changes aim to enhance the clarity and effectiveness of the policy, ensuring that OPL continues to serve as a vital source of information for the community while maintaining a respectful and inclusive environment.

APPENDICES:

Appendix A - Display and Distribution of Community Information Policy (2024)

Appendix B - Display and Distribution Information for Public Policy (2018)

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