



Display and Distribution of Community Information Policy

Policy Number:	PS-003-OPL
Policy Category:	Public Service
Approved by:	Oakville Public Library
Accountability:	Director, Innovation and Integration
Approval Date:	
Effective date:	
Next Review Date:	
Supersedes:	Displays – Section 5.10 Service Policies and Procedures

Purpose:

Oakville Public Library supports the display and distribution of information to the community by posting approved information through its channels (information bulletin boards, digital signage, brochures, and online spaces).

The purpose of the policy is to establish the conditions Oakville Public Library regulates and supports the display and distribution of community information from individuals, community groups, agencies, institutions and government.

Scope:

This policy applies to all community information and materials shared through Oakville Public Library's community information channels, both physical and digital. It does not apply to OPL marketing materials.

Policy Statement:

Oakville Public Library is a vital source of information for the public and our customers. As such, OPL offers channels for sharing information and materials of broad community interest. The display or distribution of materials does not imply endorsement by the Oakville Public Library.

OPL may display or distribute, but is not limited to, materials from the following types of sources:

- Non-profit agencies or groups
- Items of significant cultural importance
- Materials with high community need or interest.

OPL will not display or distribute, but is not limited to, any material that is:

- Partisan or political in nature, directed at individual political parties or candidates.
- Promotional of a specific faith, religion, religious service, or any material from groups whose content is deemed to undermine the inclusivity, well-being, or unity of the community.

Appendix A

- Surveys, research studies, contests, giveaways, honorariums, or anything requiring an exchange for service (e.g., membership, personal data, email subscriptions)
- Primarily commercial unless they hold significant cultural or community importance.

Requirements to display information include:

- Information being shared must be available locally and contain all necessary details.
- Postings of local community interest have priority.
- Materials must conform to all relevant legislation, including the Ontario Human Rights Code and the Charter of Rights.
- Material should promote free, public, educational, recreational, cultural, or community events and services that are non-discriminatory and non-prejudicial.

OPL reserves the right to determine the appropriate medium for display, whether in-branch one community boards, on digital screens, or online. Due to space limitations and unique community needs at each library branch, OPL cannot guarantee that approved materials will be displayed or distributed. All materials must be in a suitable format for display; oversized materials or those with tear-away segments may be refused. All submitted materials become the property of OPL, and OPL reserves the right to dispose of them without prior notification.

All submissions must be provided to Information Oakville for approval before being displayed or posted through OPL's community information channels. Any materials displayed or posted on OPL's community information channels without prior approval will be removed. The CEO (or designate), has the final decision on all materials posted through OPL's community information channels and may remove of any materials as deemed necessary.