

Category: Operational OP-10  
Policy Name: **Community Information Policy**  
Date Approved: November 27, 2017

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The Lake of Bays Township Public Library makes available information on community activities, agencies and organizations 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 or activities so that residents can fully participate in community activities. This policy sets out the types of information suitable for collecting, displaying and sharing in the library.

## **Section 1: Community Information Collection and Services**

1. The library will maintain current information on the services of community agencies and organizations, as provided to us by the organizations. This will include, but is not limited to:
  - a) municipal services
  - b) community groups
  - c) educational organizations
  - d) health and social service agencies and
  - e) religious, recreational 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 in a respectful manner.
4. Patron confidentiality will be respected, except in cases where requirements of the law intervene.

## **Section 2: Community Information Displays in the Library**

1. The library will make available physical space to display materials about

community activities and events (such as a community information bulletin board).

2. The display of material does not constitute an endorsement of any group, activity or event by the library.

The library staff handle all placement, posting and removal of community information materials. 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
3. All materials posted become the property of the Lake of Bays Township Public Library and the library will dispose of materials as it sees fit.
4. The library will not display or distribute:
  - a) materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations
  - b) faith-based materials whose primary purpose is the promotion of faith
  - c) materials advertising and promoting commercial products or services
  - d) personal ads and notices including notices of items for sale or rent
  - e) multiple copies of the same posting
4. Any complaints or appeals will be addressed by the CEO or designate.

Signature of the Chairperson \_\_\_\_\_

| Revision Level       | Date               |
|----------------------|--------------------|
| Initial Approval     | September 24, 2018 |
| Last Review/Revision | May 29, 2023       |
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