



## OXFORD COUNTY LIBRARY BOARD POLICY MANUAL

Board Motion Number:	Resolution No. 7 (2015-13)	Date of Review:	
Date Approved:	May 25, 2015	Chairperson's signature:	
Reference Policy:	County of Oxford. Web, Intranet and Social Media Management Policy.		

### Community Information Policy

#### BACKGROUND

In accordance with the Library's vision statement, the display and distribution of materials connects residents to local services and resources and provides opportunities for involvement within the community.

Each branch of the Oxford County Library system should elect to offer an area within the Library where community information will be shared. In these areas, the Library provides access to information about community activities, agencies, organizations, institutions and the resources and services that these groups offer. This information may be provided in print and/or electronic format.

Library staff are encouraged to provide information to members of the public requesting it, to improve access to municipal and community services and to promote community involvement and engagement.

This policy establishes the types of information suitable for collecting, displaying, and distributing within the library.

This policy conforms to the Canadian Library Association's Statement of Intellectual Freedom (1983) and does not imply the approval or endorsement of any material that is posted.

#### PURPOSE

To establish the conditions under which the Oxford County Library supports the distribution and display of community information from individuals, community groups, agencies, institutions, and government.

This policy addresses information procedures specific to library operations. It does not replace or duplicate any County policies already in place.

#### PROCEDURES

##### Section 1: Collection and Access

1. The library will collect and keep current information on the services of community



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agencies and organizations, including:

- a. Municipal services
  - b. Community groups
  - c. Health and social services agencies
  - d. Recreational and cultural institutions
2. The library will provide easy, convenient, and confidential access to information on agencies and organizations.
  3. Patron confidentiality will be respected at all times.

### Section 2: Displays

1. The Library may elect to provide a public display board for information about events that serve the needs of the local community.
2. All material submitted for display or distribution becomes the property of the Library.
3. The Library reserves the right to dispose of materials as staff deem appropriate.
4. The Library does not return unsolicited material or notify individuals or groups if their materials are not acceptable for any reason.
5. The display of materials does not constitute the Library's endorsement of any individual, group, product, service, or expressed opinions.
6. The Library is not responsible for theft or damage to materials submitted for public display or free distribution within the Library.

### Section 3: Acceptable Materials

1. Materials will be accepted as display space is available.
2. Preference will be given to materials of the following types and in this order of priority:
  - a. Notices of library programs, events, activities, and services.
  - b. Notices of community interest from local municipalities, County Departments, and local non-profit agencies.
  - c. Notices of cultural, educational, and recreational events.



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3. Materials that are not acceptable for display or distribution at any branch library location include, but are not limited to, the following:
  - a. Materials that contravene the *Ontario Human Rights Code*, federal or provincial laws and regulations.
  - b. Materials that contravene Oxford County Library policies, procedures, regulations, or *Rules of Conduct*.
  - c. Materials whose primary focus is partisan or political in nature; however political materials may be eligible when announcing meetings and forums for discussion of community issues.
  - d. Faith-based materials whose primary purpose and/or editorial policy is the promotion of faith.
  - e. Materials advertising and promoting commercial products or services.
  - f. Personal ads and notices, including items for sale or rent, pledge forms.
  - g. Multiple copies of the same posting in Library display areas (exception: library postings and signage).

### Section 4: Distribution

1. The Library may choose to distribute publications from cultural organizations and educational institutions, as space allows, such as:
  - a. College or university calendars
  - b. Cultural festivals and events brochures
2. Library staff will determine the best location for distributing or displaying acceptable materials.

### Section 5: Electronic and On-line Displays

1. The Library may choose to display community information electronically on monitors and other display devices within or outside the library branches. This may replace print notices.
2. Guidelines regarding acceptable electronic material will be consistent with those for print.
3. Decisions regarding online promotion are entirely at the discretion of the Chief Librarian or designate.



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### Section 6: Submission

1. Materials for display or distribution within the Library will be submitted to the service desk of the branch where it is requested to be displayed; or to Library headquarters.
2. Materials will be reviewed by Library staff to determine eligibility for display and/or distribution.