



Community Support Program Policy

Purpose and Scope

To provide space for the promotion of community groups and community events.

Statement of Policy

Burlington Public Library is committed to supporting the community it serves. Burlington Public Library restricts local community support to projects within the boundaries of the City of Burlington, for which the citizens of Burlington will benefit collectively. Regional programs may be considered. This policy includes community display boards which are available in each service location.

The granting of space does not imply endorsement of the group or event by library staff or the Burlington Public Library Board.

The Library does not provide funding or prize donation.

The granting of space is subject to the Community Support Program (CSP) Guidelines approved by Senior Management Team November 7, 2018.

Effective Date: October 20, 2011 January 1, 2019	Projected Review Date: 2021
Motion #/Date: #11-99, Oct 20, 2011	Amended Dates: #17-92, Oct 18, 2017 #18 – 117, Nov 15, 2018
Associated Procedures: Community Support Guidelines 2018-08-01	

Community Support Program (CSP) Guidelines

Community Bulletin Boards

Community Support Program Administration

Burlington Public Library's Community Support Program is based on the Library's Vision, Mission, and Strategic Plan and is administered under the Chief Executive Officer.

Guidelines

Organizations requesting community support for display of materials must comply with these Guidelines in order to be considered.

1. The organization must be based in our community or be providing direct services to our community.
2. The organization must be a non-profit and/or charitable organization.

Ineligible Organizations

Advocacy or lobby groups

Preference

Preference will be given to projects relating to our strategic goals as outlined in BPL's Strategic Plan.

Community Display Boards

1. The Library provides space on its public boards to non-profit, civic and community groups for the display of informational bulletins, posters and brochures regarding educational, cultural, civic, intellectual and charitable activities of interest to the local community. These services are in keeping with the Library's philosophy of providing access to a wide range of information sources.
2. In general, no items devoted solely to the sale, advertising, solicitation, or promotion of commercial products or services for a single profit making business will be accepted.
3. Also excluded are personal ads and notices, petitions, notices of items for sale or rent, political campaign advertising, and notices advocating or promoting partisan political issues.
4. Materials with the primary purpose of promoting a single point of view affiliated with any faith, religion or political party will not be permitted.
5. Material promoting unlawful practices (e.g. information which violates municipal, provincial or federal legislation, including the Human Rights Code) will be refused.
6. Material that is contrary to the policies, regulations and procedures of Burlington Public Library will not be displayed.
7. All notices, posters and free literature must be submitted to the Administration Office at the Central Library to the attention of the Marketing Department to be approved and placed on or in the display boards by the **Marketing Communications Department** or designated Library branch staff or volunteer. The items **must be professionally printed** (no handwritten publications will be permitted) and no larger than 11 inches by 17 inches in size. Materials found posted without approval, will be removed. Materials will not be returned.
8. **Materials will be displayed for a limited time only.** Because space is limited, it may not be possible to display all posters, brochures, etc. that are acceptable under these guidelines. Generally material will be displayed for a period of two weeks.
9. All requests to display and distribute materials will be handled in a fair and consistent manner by Burlington Public Library staff. Should demand for the community board space be beyond the capacity to accommodate, community

groups will be limited to displaying materials 2 times annually for a period of 2 weeks each.

10. Priority is given to display or distribute materials from Burlington Public Library.

11. Posting of a notice or placement of materials on the community bulletin board does not imply endorsement by library staff or the Board of Directors.

Revised September 26, 2018 and taken to Senior Management Team for approval on October 10, 2018. Effective date January 1, 2019.