

Purpose

This Policy outlines Burlington Public Library's (BPL) expectations for providing community bulletin and space for pamphlets for the promotion of community groups and community events.

Scope

This Policy applies to community display boards and pamphlet holders at all BPL locations and all employees and volunteers who support them.

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.

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

The granting of space is subject to the Community Bulletin Boards Guidelines approved by Senior Management Team May 18, 2022.

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 #22-32, May 26, 2022
Associated Procedures: Community Bulletin Board Guidelines 2022-05-26	

Community Bulletin Boards Guidelines

Administration

Burlington Public Library's support of community bulletin boards is based on the Library's Vision, Mission and Strategic Plan and is administered under the authority of the Chief Executive Officer.

There are necessary limits to how Library spaces may be used. The Library is committed to providing physically safe and respectful public spaces, minimizing disruption of Library services, and maintaining the security of Library property. The use

of Library bulletin boards must not contravene Canadian laws, including the Criminal Code and the Ontario Human Rights Code.

Eligibility

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

- The organization must be based in our community or be providing direct services to our community.
- The organization must be a non-profit and/or charitable organization.
- Advocacy or lobby groups are ineligible

Preference

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

Guidelines

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. 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 points of view.
4. Material promoting unlawful practices (e.g., information which violates municipal, provincial, or federal legislation, including the Human Rights Code) will be refused. For example:
 - a. any violation of the Criminal Code, including: the communication of statements that incite or willfully promote hatred against an identifiable group;
 - b. any violation of the Ontario Human Rights Code, including any material that indicates discrimination or an intention to discriminate against a person or group, or is likely to expose a person or group to hatred or contempt, because of their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age;

5. Material that is contrary to the policies, regulations and procedures of the Burlington Public Library will not be displayed.
6. Notices, posters and informational pamphlets must be submitted 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.
7. **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.
8. All requests to display and distribute materials will be handled in a fair and consistent manner by Burlington Public Library staff.
9. Priority is given to display or distribute materials from and about Burlington Public Library.
10. Posting of a notice or placement of materials on the community bulletin board does not imply endorsement by library staff or the Library Board.