



# Woodstock Public Library Policy

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**Policy Name:** Bulletin Boards and Distribution of Free Materials

**Category:** Library Services

**Version:** 12 September 2023

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide guidelines for the use of Library bulletin boards, and for the distribution of free materials on Library premises.

## SCOPE

This policy shall apply to all materials displayed and/or distributed on Library premises from external individuals, community groups, agencies, institutions, and government. This policy does not apply to the Library's online communication channels (website, social media, etc.) or digital signage.

## DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

**CEO** means the Chief Executive Officer of the Woodstock Public Library.

**Campaign Materials** means any materials used to solicit votes for a candidate(s) or question in an election, including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include materials in all media, e.g., print, displays, electronic radio or television, and online, including websites or social media.

**City** means the Corporation of the City of Woodstock.

**Library** means the Woodstock Public Library.

**Library Board** means the Woodstock Public Library Board.

**Library Staff** means all staff employed by the Woodstock Public Library.

**Materials** means a variety of types of documents for display including notices, posters, digital posters and media, and literature for distribution including flyers, pamphlets, newsletters, community newspapers, bookmarks, and postcards.

**Partisan** is defined as favoring, promoting, or opposing a political party, platform, or candidate for public office.

**Premises** means all Woodstock Public Library property, i.e., buildings and land, owned or leased by the Library, including the interiors of buildings and exterior spaces, such as gardens.

## **POLICY, PROCEDURE, AND IMPLEMENTATION**

### **1.0 Responsibility**

- 1.1 Responsibility for the implementation of this policy resides with the CEO, acting according to the principles established by the Library Board. In practice, decisions may be made by appropriately trained staff as designated by the CEO.

### **2.0 Objectives**

- 2.1 The Library provides various ways in which to display public information. These may include, but are not limited to, bulletin boards, notice boards, pamphlet stands, displays, and pamphlet holders. These resources are to be used to display posters, pamphlets, or other informational materials on behalf of cultural, educational, social services, and volunteer agencies in the community.
- 2.2 By posting information in this way, the Library Board does not endorse the aims or beliefs of associations or individuals whose information may appear from time to time on Library noticeboards or in pamphlet holders.
- 2.3 The Library Board believes that it has an obligation to facilitate communication between citizens, and provide information regarding community services and events.

### **3.0 Priorities**

- 3.1 All requests to display and distribute materials will be handled in a fair and consistent manner.
- 3.2 Space for bulletin boards and flyer distribution is limited on Library premises and demand for space is high. It may not be possible to display all materials that are acceptable under this policy at a given time. The Library reserves the right to judge the relative importance of posters, notices, and pamphlets, and will display and distribute materials in appropriate locations for a limited time, subject to the availability of space.

3.3 Materials for display or distribution on Library premises are prioritized in the following order, subject to space availability of designated display and distribution spaces:

- a) Library programs, events, and news, including co-sponsored Library programs and events.
- b) Friends of the Woodstock Public Library events and news.
- c) Municipal, provincial, and federal government information.
- d) Free educational and cultural events held by local associations and groups where events are open to the entire community.
- e) Programs and events (sales, bazaars, etc.) where proceeds of these events support local cultural, educational, or other non-profit organizations.
- f) Educational and cultural events or associations open by admission fee to the entire community.
- g) Local tourist and cultural attractions in the City of Woodstock and surrounding area.

#### **4.0 Criteria for Refusal**

4.1 The Library will not guarantee that materials submitted to the Library under this policy will be displayed or distributed, and reserves the right to refuse any or all materials for display and distribution based on any of the following criteria:

- a) Materials promoting unlawful practices (e.g., information that violates municipal, provincial, or federal legislation, including the Human Rights Code).
- b) Material contrary to the policies, regulations, and/or procedures of the Library and the City.
- c) Materials promoting or affiliated with any faith or religion.
- d) Materials promoting a private or corporate business for commercial profit.
- e) Partisan materials including campaign materials for any candidate, political party, registrant, or support of a question on a ballot during an election.
- f) Materials that advocate a particular political, sectarian, or philosophic position.
- g) Materials such as petitions, pledge forms, or sign-up sheets.
- h) Materials such as personal advertisements with tear-away segments.

- i) Materials too large to fit the notice board or so large as to exclude the posting of other items.
  - j) Materials so poorly produced as to be difficult to understand.
  - k) Lack of space.
- 4.2 The Library, in its sole discretion, may make exceptions for events or information of unusual interest or value, or in response to a particular request which fills a community need, and is consistent with advancing the aims and strategic objectives of the Library Board.
- 4.3 Decisions to refuse display or distribute materials may be appealed. An appeal must be made in writing to the Library CEO. The decision of the CEO is final.
- 4.4 Any materials displayed or distributed in non-designated space on Library premises will be removed. Removal of postings is at the discretion of Library Staff. Further, the Library reserves the right to dispose of any materials that are placed or posted without approval or proper process or in quantities that exceed the agreed upon maximum distribution numbers.

## **5.0 Submission of Materials**

- 5.1 All notices must be submitted to Library Staff for posting.
- 5.2 Materials will be posted and removed by Library Staff.
- 5.3 All materials posted become the property of the Library unless other prior arrangements have been made.
- 5.4 Due to limited space, only one copy of an item will be posted on Library bulletin boards.
- 5.5 Materials to be posted are to be no larger than 8½ x 11 inches and must be legible and professional in design and production. Larger materials will be posted only if space permits and at the discretion of Library Staff.
- 5.6 Materials must be in hard copy form in appropriate quantities agreed to by the Library.
- 5.7 Faxed or emailed submissions will not be accepted.
- 5.8 The Library reserves the right to dispose of any materials above and beyond the accepted quantity or those that are placed in the Library without the expressed approval of the Library.
- 5.9 Materials should be submitted no more than 30 days and no less than 10 days before the event being promoted as display space is limited and in high demand.

5.10 Materials submitted to the Library for display or distribution will not be returned to the owner or agency.

## **RELATED DOCUMENTS AND POLICIES**

Woodstock Public Library – Use of Library Resources During Elections

## **DOCUMENT REVISION RECORD**

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