

Section:	Operational	Chairperson's Signature:	
Board Motion Number:	2026-29	Date Approved:	July 21, 2026
Pages:	4	Revision Dates:	

CONTEST POLICY

BACKGROUND

Oxford County Library may use promotional contests to increase awareness of the Library's programs, collections, and services; while deepening relationships with existing and new members.

PURPOSE

This policy ensures that the Oxford County Library is compliant with all legislation related to contests and outlines the circumstances in which it is appropriate for library staff, board members, and/or family members to participate in Library contests.

DEFINITIONS

Promotional Contest	The Competition Bureau of Canada defines as "any contest, lottery, or game where a business or influencer gives away a product or benefit through chance, skill, or a combination of both."
Merit-based Contest	A promotional contest where winners are selected based on demonstrated ability, talent and / or specific judged criteria.
Minor	An individual under the age of 18 years of age.
Immediate Family	A parent, sibling or child living in the same household.

PROCEDURES

1.0 Guidelines

- 1.1 All contests are presented and administered by the Oxford County Library (OCL) and are governed by the *Competition Act*, R.S.C. 1985, c. C34.
- 1.2 Contests offered in partnership with external organizations may be subject to additional rules or guidelines, as agreed upon by the Library.
- 1.3 Oxford County Library is not eligible for a lottery license in accordance with the *Alcohol and Gaming Commission of Ontario* (AGCO). As such, all contests shall be free to enter or require a "no purchase entry" method.
- 1.4 Complete details for each contest will be available at each Library Location and on the Library's website, when applicable.

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1.5 In compliance with all applicable legislation, the Library commits to providing the following information for each contest:

1.5.1 Number and approximate value of prizes

1.5.2 Skill testing question requirements, when required

1.5.3 Contest start and end dates and/or times

1.5.4 Method of selecting winners

1.5.5 Method of entry

1.5.6 Notification of winners

1.5.7 Any other information relevant to entering, participating or winning.

1.6 Unless otherwise stated, contests are open to all patrons holding a valid and unexpired library card.

1.7 When a contest is open to minors, a parent or guardian's consent is required to obtain the prize should a minor win.

1.8 By participating in any Library contest, patrons agree to the Library using their name, image or social media profile name for advertising purpose related to the contest free of charge.

2.0 Ineligibility for OCL Contests

2.1 In order that there be no perception of bias, Oxford County Library staff, board members, and their immediate families, may not participate in open/random draw Library contests.

2.2 Library staff, board members and their immediate families may apply to merit-based contests where blind judging is carried out by a panel of independent community members and/or the public.

2.3 The Library may require prize winners to sign a declaration indicating they are not library employees, board members or their immediate families.

2.4 Ineligibility rules do not apply to giveaways and/or milestone rewards.

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3.0 Contest Winners

3.1 Winners may be required to:

3.1.1 Present a valid library card and/or other identification

3.1.2 Pick up the physical prize at a specific location

3.1.3 Correctly answer a mathematical skill-testing question

3.1.4 Sign a release declaring their eligibility as stipulated in the contest rule and in adherence to this policy; releasing the Library, any sponsor or prize donor and their directors, officers and employees from all liability for any damage or loss arising from participation in the contest or from the awarding, acceptance or use of the prize.

3.2 Prizes must be accepted "as is" and may not be exchanged or refunded for an amount of money. No substitutions will be allowed.

3.3 Prizes will be forfeited, and the Library may select another winner if a selected contestant:

3.3.1 Cannot be reached or qualified using the information provided at the time of entry, within five business days.

3.3.2 Incorrectly answer the mathematical skill testing question (where applicable).

3.3.3 Declines the prize

3.3.4 Fails to return any required release forms or comply with section 3.1 of this policy

3.3.5 Fails to pick up the prize from specified location within 30 days.

3.4 If the prize cannot be awarded as described, the Library reserves the right to substitute a prize or prize component with another of comparable value, at its sole discretion.

4.0 References and Related Documents

4.1 Oxford County Library Policies

4.1.1 Oxford County Library. (2023, May). *Code of Conduct*.

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4.1.2 Oxford County Library. (2026, February). *Membership and Circulation Policy.*

4.2 Oxford County By-Laws and Policies

4.2.1 Oxford County. (2013, March). *Employee Code of Conduct.*

4.3 Legislation

4.3.1 *Competition Act.* R.S.C., 1985, c. C.34.

4.3.2 *Public Libraries Act.* R.S.O., 1990, c. P.44.

4.3.3 *Age of Majority and Accountability Act.* R.S.O. 1990, c. A.7.