

Section:	Operational	Chairperson's Signature:	Original signed by: Councillor Marcus Ryan, Board Chair
Board Motion Number:	2021-26	Date Approved:	November 15, 2021
Pages:		Revision Dates:	May 19, 2026

## **COMMUNITY INFORMATION POLICY**

### **BACKGROUND**

Oxford County Library makes available information on community activities, agencies and organizations in order to facilitate access to resources within the community and as a partner in promoting community services and events. The Library encourages the display of bulletins, brochures and posters regarding events so that that residents can fully participate in community activities.

### **PURPOSE**

This policy sets out the types of information suitable for collecting, displaying and distributing in the Library.

### **PROCEDURES**

#### **1.0 Community Information Displays in the Library**

- 1.1. The Library will make available space to display materials about community activities and events. However, due to space limitations and unique community needs at each location, the Library cannot guarantee that approved materials will be displayed or distributed.
- 1.2. The display of materials does not constitute an endorsement of any group.
- 1.3. Library staff will place, post and remove all materials on the bulletin boards, brochure racks, and other selected display spaces.
- 1.4. Materials will be accepted on a space-available basis using the following priorities:
  - 1.4.1. Notice of library programs, activities and services.
  - 1.4.2. Notice of community interest from Oxford County and Area Municipalities and agencies.
  - 1.4.3. Notice of cultural, educational and recreational events.
- 1.5. All materials become the property of Oxford County Library, and the Library will dispose of materials as it sees fit.
- 1.6. Oxford County Libraries will not display or distribute:
  - 1.6.1. Materials that contravene the Ontario Human Rights Code, federal, provincial or municipal laws and regulations, library policies and procedures.

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1.6.2. Faith-based materials whose primary purpose is to promote faith; however, local church events such as bazaars, benefitting the community at large, may be displayed. Promotional material for a specific faith, religion, or religious service. However, events by a religious organization that are open to and benefit the community at large may be considered for display.

1.6.3. Materials advertising and promoting commercial products and services.

1.6.4. Materials that advocate a particular political, sectarian or philosophic position. For further information, please see section 2.0.

1.6.5. Petitions, pledge forms, and sign-up sheets.

1.6.6. Personal ads and notices including notices of items for sale or rent.

1.6.7. Poorly produced materials that are difficult to understand.

1.6.8. Multiple copies of the same posting.

1.7. Any appeals must be submitted in writing and will be resolved by the CEO/Chief Librarian. The final decision rests with the CEO/Chief Librarian.

## **2.0 Political / Election Campaign Materials**

2.1. Materials whose primary focus is partisan or political in nature cannot be displayed or distributed in the Library.

2.2. In accordance with the Library's *Use of Library Resources During an Election Policy*, no election signs or posters for a specific candidate or political party may be posted on the grounds of a library branch or in a library facility.

2.3. Political materials may be eligible when announcing meetings and forums for discussion of community issues. Material of this nature will require approval by the CEO/Chief Librarian or designee.

## **3.0 References and Related Documents**

### **3.1. Oxford County Library Policies**

3.1.1. Oxford County Library. (2025, September). *Use of Library Resources During an Election Policy*.