

Purpose

In support of organizations within our community, the Ajax Public Library provides limited display space for informational bulletins, posters, and brochures covering primarily local and regional information and events.

Policy Objective

To establish the conditions and context within which Ajax Public Library supports the distribution and posting of community information from individuals, community groups, agencies, institutions, and government.

Goal

This policy provides guidelines to staff with respect to posting of community information.

Responsibility

The Manager of Public Services or designate has oversight of this Policy and its application.

1. Community Information Display General Conditions

- 1.1. Inclusion of materials on bulletin boards and pamphlet display areas does not mean that the contents are condoned, endorsed, or recommended by Ajax Public Library.
- 1.2. All material becomes the property of the Ajax Public Library. The Library reserves the right to dispose of the material as it sees fits.
- 1.3. The Library is not responsible for notifying customers if their submitted materials are not posted. Similarly, Library is not responsible for returning material submitted for posting, to its originators.
- 1.4. Since it is not possible to ensure that all viewpoints on any particular issue are represented, these may be covered in the context of the Library's other resources and not in display areas.
- 1.5. The number of materials displayed for any group or organization will be limited at the discretion of the Library. Publications featured may pertain to the visual and performing arts, education, community events, leisure and recreational pursuits, and information about services supported by government, community, or volunteer organizations.
- 1.6. Material deposited or posted without Library permission will be removed from display.

- 1.7. The length of time that materials are displayed is subject to demand and space availability.
- 1.8. All materials must contain contact information for the group or organization.
- 1.9. All materials must be in a suitable format for display. The Library reserves the right to refuse materials that are unsuitable including, but not limited to, oversized materials or materials with tear-away segments. Posters can be no larger than 11" x 17" in size. The preferred size is 8 1/2" x 11".
- 1.10. Priority is given to material in the following order of origin:
 - 1.10.1. Library
 - 1.10.2. Town of Ajax
 - 1.10.3. Other government agencies
 - 1.10.4. Local not-for-profit organizations
 - 1.10.5. Cultural organizations or significant cultural events held outside the Durham Region
- 1.11. The Library reserves the right to reject material that, in the Library's sole opinion, may adversely affect public confidence in the Library.
- 1.12. Decisions to refuse display or distribution of materials may be appealed. An appeal must be made in writing to the Chief Librarian and Executive Officer.

2. Exemptions

- 2.1. Material not accepted for posting or distribution includes the following:
 - 2.1.1. Retail/wholesale advertisements.
 - 2.1.2. Personal ads.
 - 2.1.3. Materials regarding solicitation, such as petitions, recruitment literature, or fundraising (except for the Royal Canadian Legion's Poppy Campaign).
 - 2.1.4. Materials with omission of essential information or unacceptable standards of legibility, neatness, spelling, as determined by the Ajax Public Library.
 - 2.1.5. Materials that contravene federal, provincial or municipal legislation.
 - 2.1.6. Materials that are religious or political in nature (including election campaign materials).
 - 2.1.7. Materials that contravene any Library policy.
 - 2.1.8. Surveys or contests.