



Policy Name	Community Information Distribution		
Section & Number	Board – G-28	Effective Date	2023-04-20
Motion Number	2023-40	Last Review	2023-04-20
Author	Manager, Programming and Promotions	Next Review	2027

Policy Statement

The St. Catharines Public Library supports the distribution and display of community information on Library premises. Bulletin board, display or distribution space will be available on Library premises, as space permits, in order to promote events, programs and information of interest to the community. Only information that aligns with the library's mission and vision will be accepted for display or distribution; however, the acceptance of materials does not constitute endorsement by SCPL of any group or its views.

Scope

This policy describes how and in what manner materials may be displayed on SCPL premises. It applies to physical materials from individuals, governmental, charitable and not-for-profit organizations and community groups.

This policy does not apply to SCPL's online communication channels, ie. social media, website, etc.

Definitions

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.

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

Premises means all SCPL property, i.e. buildings and land, owned or leased by the Library including the interiors of buildings and exterior spaces such as walkways and parking lots.

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

Responsibility

The CEO or designate is responsible for the overall administration of this policy.

Operational Guidelines

1. All materials must be approved by a location manager or designate for display or distribution on Library premises.
2. As space is limited and demand is high, it may not be possible to display all materials and distribute quantities of materials provided at all locations. Materials will be prioritized in the following manner:
 - (a) Library programs, events and news, including co-planned and Library sponsored programs and events;
 - (b) Municipal, provincial and federal government information;
 - (c) Programs and events from charitable and non-profit organizations in the local community;
 - (d) Cultural events in the Niagara Region;
 - (e) Person-to-person or individual notices based on community interest and only where space is available, will be posted at the discretion of Library staff.
3. The Library, in its sole discretion, may make an exception to these priorities when the exception is consistent with and advances the strategic goals of the Library.
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 maximum distribution numbers.

5. Materials submitted for display or distribution become the property of SCPL and will not be returned to the owner.

Criteria for the acceptance of materials for posting and distribution

The Library reserves the right to select materials to be posted and distributed. The following guidelines apply:

1. Materials to be posted are to be no larger than 11 x 17 inches, must be legible and professional in design and production. Only one copy will be posted per location.
2. Materials must be in hard copy form. With the exception of a single poster and at staff's discretion, emailed submissions may not be accepted.
3. No more than 50 copies of one item may be distributed per location, unless, in its sole discretion, staff determines space availability allows for more copies.
4. Materials should not be submitted more than 30 days before and no less than 10 days before the event being promoted as display space is limited and in high demand.

Criteria for the Refusal of Materials for posting and distribution

SCPL will not guarantee that materials submitted will be displayed and/or distributed, and reserves the right to refuse any or all materials based on the any of the following:

1. Availability of space;
2. Number of submissions at a given time;
3. Size of materials;
4. Poor quality production or difficult to understand.

The following materials will not be posted nor distributed:

1. Materials promoting unlawful practices and/or that violate municipal, provincial, or federal legislation;
2. Petitions;
3. Partisan materials including campaign materials for any candidate, political party, registrant or support of a question on a ballot during an election (except for the promotion of an all-candidates meeting);

4. Material that advocates a particular political, sectarian, religious or philosophic position;
5. Materials from commercial enterprises or information intended to further business goals;
6. Materials contrary to the policies, regulations and procedures of SCPL.

Implementation

The CEO or designate will implement this policy.