

Display and Distribution of Community Information Policy

Policy Number:	PS-003-OPL
Policy Category:	Public Service
Approved by:	Oakville Public Library
Accountability:	Director, Innovation and Integration
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Effective date:	January 17, 2025
Next Review Date:	2028
Supersedes:	Displays – Section 5.10 Service Policies and Procedures

Purpose:

Oakville Public Library supports the display and distribution of information to the community by posting approved information through its channels (information bulletin boards, digital signage, brochures, and online spaces).

The purpose of the policy is to establish the conditions Oakville Public Library regulates and supports the display and distribution of community information from individuals, community groups, agencies, institutions and government.

Scope:

This policy applies to all community information and materials shared through Oakville Public Library's community information channels, both physical and digital. It does not apply to specific OPL branded marketing and communication channels.

Policy Statement:

Oakville Public Library is a vital source of information for the public and our customers. As such, OPL offers channels for sharing information and materials of community interest. The display or distribution of materials does not imply endorsement by the Oakville Public Library.

OPL may display or distribute, but is not limited to, materials from the following types of sources:

- Non-profit agencies or groups
- Items of significant cultural importance
- Materials with high community need or interest.
- Works of local artists and artisans

OPL will not display or distribute, but is not limited to, any material that is:

- Partisan or political in nature, or anything directed at individual political parties or candidates. Non-political materials showcasing a politician's service outside election periods may be permitted.
- Promotional of a specific faith, religion, or religious service

- Content from groups whose actions or intentions undermine the well-being of other groups.
- Public Surveys, research studies, contests, giveaways, honorariums, or anything requiring an exchange for service (e.g., membership, personal data, email subscriptions)
- Primarily commercial unless they hold significant cultural or community importance.

Requirements to display information include:

- Information being shared must be available locally and contain all necessary details.
- Postings of local community interest have priority.
- Materials must conform to all relevant legislation, including the Ontario Human Rights Code, the Charter of Rights, the Criminal Code of Canada and Town of Oakville bylaws.
- Material should promote free, public, educational, recreational, cultural, or community events and services that are offered without discrimination of prejudice against any group.

OPL reserves the right to determine the appropriate medium for display, whether in-branch on community boards, on digital screens, or online. Due to space limitations and unique community needs at each library branch, OPL cannot guarantee that approved materials will be displayed or distributed. All materials must be in a suitable format for display; oversized materials or those with tear-away segments may be refused. All submitted materials become the property of OPL, and OPL reserves the right to dispose of them without prior notification.

All submissions must be provided to OPL's Information Oakville department for approval before being displayed or posted through OPL's community information channels. OPL's CEO or Director holds final authority over all materials posted on OPL's community information channels and may remove them at their discretion, without prior notification to the supplier.