

Grimsby Public Library – Display Policy

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January 13, 2021

Effective Date:

January 13, 2021

Review Date:

November 2023

Notes:

- Approved: December 16, 1992
- Revised: November 9, 2011
- Revised: November 11, 2015
- Revised: November 8, 2017
- Revised: January 13, 2021

Purpose

The Grimsby Public Library provides and displays educational, cultural, and recreational materials in support of community non-profit organizations. The Library recognizes the importance of providing access to information and building a sense of community. This Display Policy serves as a guide to the permissible use of the Library for these purposes. The Grimsby Public Library Board reserves the right to refuse to display any items considered to be inappropriate and/or unsuitable for a library environment.

Guidelines

Community Information Boards and Distribution of Materials

Since space is limited, preference will be given to cultural, educational and recreational materials. All material dropped off for inclusion on the Community Information Board becomes the property of the Grimsby Public Library. The Library reserves the right to dispose of material as it sees fit. The Library does not return unsolicited material or notify a group if their material is not acceptable for any reason, including lack of space. Space permitting, the inclusion of material on the Library's Community Information Board is subject to the following guidelines:

- The Library displays information and materials on behalf of non-profit cultural, educational, social service and volunteer agencies serving the community of Grimsby and the Niagara Region.
- All materials must be preapproved and placed on the bulletin boards by Library staff. Materials found posted without prior approval will be removed.

- The posting of material by an outside group does not constitute endorsement of the group's message by the Library Board. The Library does not necessarily support the aims or objectives of groups whose material may be on display.
- The Library reserves the right to assess the suitability and relative importance of display materials and may refuse to display some materials. Materials may be refused for display based on size, poor production, incomprehensible content, or content which promotes unlawful practices.
- All materials provided for a display will be left at the owner's risk.
- While the period of display is at the discretion of the Library, every effort will be made to post material up to the dates of the advertised events.
- Materials will be disposed of at the conclusion of the display period.
- The Library will not display or distribute:
 - Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or Grimsby Public Library policies and procedures;
 - Materials whose primary focus and/or editorial policy is partisan or political in nature and communications from political representatives. However, political materials may be eligible when they announce community meetings or forums for discussion of community issues;
 - Faith-based materials whose primary purpose and/or editorial policy is promoting faith;
 - Materials that are primarily devoted to the sale, advertising, solicitation or promotion of commercial products or services;
 - Personal ads and notices of items for sale or rent;
 - Materials in unsuitable formats (e.g. oversized materials);
 - Fundraising or pledge forms with the exception of local community-based non-profit endeavors.

Information Booths & Displays

The Library permits hosted information booths as well as un-staffed displays or banners for community groups, non-profit groups, and charities. The purpose must be the sharing of information. Information booths cannot be used for commercial, political, or religious purposes.

Written requests for information booth space should be directed to the CEO/Chief Librarian, including a brief description of the host organization, time period of the display, and the purpose and content of the proposed display. Space permitting, the use of the display areas/cases by community groups is subject to the following guidelines:

- Information Booths and Displays are booked on a 'first come first served' basis.
- Availability of space is subject to the needs of the Library and Art Gallery. Priority will be given to Library and/or Gallery events or displays if a scheduling conflict occurs.
- Duration of the display or information booth is at the discretion of the library.
- Information Booth and Display materials must be removed by the agreed upon date unless otherwise approved by the CEO/Chief Librarian.

- Any damage caused to the display units of the Grimsby Public Library during installation or removal will be the responsibility of the group or organization using the units.
- The Library does not accept responsibility for the safe return of materials.
- The use of the space for display by an outside group does not constitute endorsement of the group's message by the Library Board.
- The Library is not responsible for loss or damage of materials.
- The Library reserves the right to assess the suitability of the proposed booking and to refuse requests.
- The Library will provide a designated space, table and chair. Display units, signs, promotional materials, extension cords, and all other supplies are the responsibility of the group hosting the booth.

Art Displays

All displays of Art in the Library and shared lobby area are managed by the Grimsby Public Art Gallery and are therefore exempt from the guidelines of this policy.

Petitions & Solicitation

Solicitation by members of the public is not permitted in the Library or on Library property outside the building, either in person or by petition. Petitions originating with the Library Board or the Town of Grimsby Council are permitted, subject to approval by the CEO/Chief Librarian.

Sales

The sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Library Board or Town of Grimsby sponsored events. The Library will continue with the distribution and collection of donations for Remembrance Day Poppies at the Library notwithstanding the Display Policy.