



Display and Distribution of Information Policy

Operational

Purpose

This policy establishes the conditions and context for the acceptable distribution, display, and promotion of community-related publicity material at the Brantford Public Library. The policy also applies to art exhibits.

Policy

The Brantford Public Library will only promote material that aligns with its mission and vision.

The display or distribution of materials does not constitute the Library's endorsement or approval of the content of the material or the affiliated organization/individual.

The Library reserves the right to decide on the appropriate medium, location and space on which it will promote materials. Library locations include designated cases and boards for the display of materials, and designated tables and pamphlet holders for the distribution of information. Only Library-related materials can be displayed at customer service desks.

Exhibits can be free-standing, placed on designated tables, in Library-provided cabinets or display windows, and/or attached to Library walls. Exhibit space is free and enables library visitors to participate in the creative life of their community and presents community artists with a local venue for exhibiting their work.

Space permitting, the use of the display areas/cases by community groups and individuals is invited, subject to the guidelines outlined below.

Guidelines

The Library will display or distribute materials or items that:

- are of informational or artistic purpose;
- promote public, educational, recreational, cultural, or community events and services that are offered without discrimination or prejudice against any group;
- bring attention to events and services in the Brantford area and are of local relevance to the community;
- reflect the diverse interests of the community;
- align with the Library's vision, mission, principles and values;

- are appropriate for the Library environment. The Library retains the right to determine the suitability of any proposed exhibit or promotional item for display in its premises.

The Library will not display or distribute materials or items that:

- contravene any federal or provincial laws and regulations, or municipal by-laws;
- contravene any Library policies;
- are associated with or are connected to an individual, organization or group that has past or ongoing legal action involving the Library or local municipality;
- require the dedication of a disproportionate amount of administrative resources to display or distribute;
- request participation in medical research;
- contain information regarding a survey (not including municipal engagement initiatives);
- contain information on a contest (not including literacy contests that are free to participate in);
- contain information about an external job or volunteer opportunity;
- include pricing information (not including community events);
- contain fundraising/donation information or materials (Library and municipal materials excluded);
- have potential to cause any confusion with existing Library programs or services;
- have potential to cause a health and safety hazard for staff or visitors;
- advocate a particular political, religious, or philosophical position;
- imply the Library's endorsement (unless there is an established partnership);
- lack basic details about the artist, or promoted event or service, or the affiliated organization/individual.

Displays, posters and exhibits can be posted for up to one month. Pamphlets and information related to regularly occurring community services can be placed in designated areas on an ongoing basis.

Library use of display areas takes precedence over any other use.

The Library reserves the right, without notice, to cancel the use of display areas or to reject any community publicity material as it sees fit.

Although materials meeting the Library's guidelines may be left for pickup by the public, the Library does not accept responsibility for distributing these materials to Library users.

Display and distribution of materials is a courtesy service provided by the Library. Community publicity material is approved for posting only as space and staff time permits.

Guidelines for Art Displays at Brantford Public Library

- Artwork must have wire hangers or other applicable hanging fixtures which will work with the Library's hanging display system.
- Artists must supply their own easels or display stands for free standing art. All artwork is to be hung or set up and taken down by the artist.

- Pieces to be hung should weigh no more than 15 lbs.
- The Library shall provide approval for the use of any ladders or stools needed as part of the installation. The Library will not provide these items.
- Artists are encouraged to post a statement about their works.
- No pricing information can be displayed in the Library.
- The Library does not apply a commission to the sale of any items covered by this policy.

Approvals

Requests to exhibit or display items in the Library will be directed to the Manager of Communications and Community Engagement.

Requests to distribute information about community services will be directed to the Manager of Public Services.

Requests to distribute publications or periodicals will be directed to the Manager of Library Resources.

Groups/individuals submitting display/distribution requests must provide enough notice to allow adequate time for staff to assess the request.

Variation from this policy would require review and approval by the CEO/Chief Librarian or designate.

Insurance

The Library's insurance policy covers only items owned by the Library. All exhibitors are required to sign an Exhibit/Display Waiver which releases the library from responsibility for any items in the exhibit.

History

Supersedes: Bulletin Boards and Kiosks Policy; Display Area and Cases Policy

Background documents, related policies: Rules of Conduct; Use of Library Resources for Political Elections; Partnerships Policy; Intellectual Freedom Policy; Donations and Sponsorships Policy and Naming Policy

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