
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A16 - Display of Promotional Material Policy

Page 1

OBJECTIVE: To provide direction for the display of promotional material on the community bulletin board.

DATE OF APPROVAL:

MOTION: 17-18

DATE OF AMENDMENT AND MOTION: April 27, 2017

Policy Statement

The Uxbridge Public Library provides bulletin board space for the display of community information and to promote events and meetings for non-profit organizations as a community service. Other kinds of material can be placed in other Library locations at the discretion of the CEO. The Uxbridge Public Library recognizes the benefits of fundraising within the community. The Library will permit public fundraising through voluntary donation boxes from the local Legion only.(e.g. Legion Poppy boxes)..

Principles

1. Unsolicited material must be submitted to staff for consideration for display and must meet all of the following criteria:

- a) It describes or publicizes a public, educational, recreational, cultural or community event;
- b) It is of local interest;
- c) It is in support of a legally constituted non-profit or charitable organization;
- d) It meets acceptable standards of presentation and legibility.

Promotional materials indicating: merchandise for sale; rental advertisements; information on money-making events sponsored by profit-making organizations; personal services which are fee-based (e.g. individual instruction, classes and daycare services) are not accepted.

2. The promotion of Library services and programs will take precedence over non-Library activities.

Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A16 - Display of Promotional Material Policy

Page 2

3. The Library reserves the right to choose which materials to display or remove.
4. Since space is limited, only one copy of promotional material will be displayed. The length of the posting is dictated by availability of space.
5. Materials will be discarded after posting or if the posting criteria are not met. The Library does not accept responsibility for returning any submitted material.
6. Items of a specifically religious or political nature will not be posted. No Municipal election campaign information will be displayed.
7. If the display material is not in English a translated version must be available for posting.
8. Petitions and surveys are not accepted unless approved by the Uxbridge Public Library Board.
9. Bulk periodicals and newspapers are accepted if they are deemed to be of interest to the Library's clients, consistent with the Library's information goals and if space permits.
These items must clearly identify the publisher and editorial policy and have published for at least one year on a regular basis. Excluded are periodicals and newspapers that are primarily political, religious or sales based or which contravene Municipal, Provincial or Federal laws