
Policy Type: **Operational**

Policy Number: **OP – 13**

Policy Title: **Display and Distribution
of Public Information**

Policy Approval Date: **December 2013**

Policy Review Date: **May 2025**

PURPOSE

The Milton Public Library believes that it has an obligation to facilitate communication between citizens and provide information regarding community services and events. This policy applies to all materials and items displayed and/or distributed on library premises from external individuals, community groups, agencies, institutions and government.

SCOPE

The Library provides an external electronic notice board and three community notice boards to display posters, pamphlets, and other informational materials on behalf of cultural, educational, social service, and volunteer organizations in the community. Additionally, the Library offers Library space for exhibits and displays. By posting information on any notice board or presenting an exhibit or display, the Milton Public Library Board does not endorse the aims or beliefs of the associations or individuals whose materials may appear from time to time.

Materials and items for posting and distribution on any community board, display or exhibit, within the library must be approved by the CEO or designate. Unless pre-approved by the CEO or designate, library employees will not participate in the active distribution or display of any, but library generated materials. The following may be considered a guideline for determining priorities for posting and display. Exceptions may be made for events or information of unusual interest or value, or, in response to a particular request which fills a need, consistent with the aims and objectives of Milton Public Library.

- Information promoting free educational and cultural events or associations open to the entire Milton community;
- Information promoting educational and cultural events or associations open by admission fee to the entire Milton community.

Advertising may be used to invite the community to seminars, events, or discussions on controversial or political topics, but it shall not be used as a means of directly delivering such



content. All advertising must be fully transparent and accurate, ensuring that it does not mislead or misrepresent the nature of the event or topic being promoted.

The Library may display or distribute materials from any individual or group wishing to display and/or distribute information on library property, subject to the restrictions specified in this policy. This includes materials from:

- library partners in programming or marketing;
- Town of Milton;
- agencies, boards, commissions, corporations of the Town of Milton;
- provincial or federal government or a government agency;
- organizations distributing bulk publications that are free of charge;
- any other individuals or community organizations

The Library will not display, exhibit, or distribute any material, from any source, that is:

- Promoting a private or corporate business for commercial profit;
- Promoting unlawful practices, (e.g. Information which violates municipal, provincial, or federal legislation, including The Human Rights Code);
- Without appropriate copyright clearances;
- Petitions;
- Contrary to policies, regulations and procedures of the Milton Public Library;
- That runs counter to the Purpose and Vision of Milton Public Library;
- Partisan, political or sectarian material (exception would be promotion of an all candidates meeting);
- Promotes a specific faith;
- Personal in nature

Community Boards:

Items may be refused for posting on the Library community board if there is insufficient space, if the poster is too large to fit the notice board or excludes space for other postings, if it is poorly produced or difficult to understand, or if the content is not time-sensitive or relevant to an upcoming event. Notices may also be removed if they do not comply with Library policies, or if they contain misleading information.



The notices and posters will remain on display for a time mutually agreed to or until just after the event has been held. Materials will be discarded at the end of the posting period. The Library does not assume any responsibility for returning the material.

All articles on display will be left at the owner's risk. The library does not accept responsibility for the loss or defacement of materials.

The Library reserves the right to judge the relative importance of posters and notices, and from time to time may refuse to post notices or posters.

Electronic Notice Board:

The Library has access to post information on the exterior electronic notice board on the Milton Centre for the Arts pylon sign. It has sole responsibility for content on the sign at the Beaty Branch. The purpose of an exterior electronic notice board is:

- Customer engagement; and
- As a marketing tool for library programs, products, and services

In conjunction with the Manager, Marketing and Communications, staff will post messages that advertise library programs, products, and services on the exterior signs.

Milton Public Library retains the right to reject ads that do not conform to the stated content and submission guidelines. All content is reviewed by Milton Public Library.

Displays and Exhibits:

The Library offers limited space for exhibits and displays, including artwork, which reflect the diverse cultural interests of Milton and area, and which foster community and individual expression.

The Library provides space for display and exhibits:

- that are responsive to the diverse interests of the community;
- that are compatible with MPL's Purpose, Vision and Values;
- that are suitable for public display in the library environment;
- that adhere to MPL's policies and procedures; and
- where space is offered and subject to availability



All individuals or organizations requesting display or exhibit space must complete an application and sign a waiver releasing the Library from any liability for loss, theft, or damage of display items. The Library does not provide insurance coverage for displayed items, and exhibitors are responsible for securing their own insurance, if desired. The Library reserves the right to refuse displayed or exhibited items based on their relevance to MPL's Purpose, Vision and Values, and adherence to all policies, and may require the removal of items that do not comply with these guidelines.