

## **1. Introduction**

In keeping with the Library's mission, the display and distribution of materials provides residents with opportunities for engagement and full participation in the life of their community. In fulfilling this service role, Aurora Public Library strives to create a welcoming environment, providing a venue for describing the interests and services of external organizations serving the Aurora Community. This Display Policy serves as a guide to the permissible use of the Library for these purposes.

## **2 Bulletin Boards & Distribution of Material**

- .1 The Library displays information in the form of pamphlets, posters or brochures on behalf of cultural, educational, social service and volunteer agencies serving the Aurora community. The Library does not necessarily support the aims or objectives of groups whose material may be on display.
- .2 The Library reserves the right to assess the suitability and relative importance of submitted display materials and may refuse to display some materials.
- .3 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 Aurora 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 and notices of items for sale or rent;
  - Materials in unsuitable formats (e.g. tear-offs or oversized materials);
  - Fundraising or pledge forms with the exception of local community-based non-profit endeavors.
- .4 The number of materials displayed for any group or organization will be limited at the discretion of the Library.
- .5 All material posted will bear an APL stamp.
- .6 Materials deposited or posted without Library permission will be removed from display.

- .7 The length of time that materials are displayed is subject to demand and space availability.
- .8 All material becomes the property of Aurora Public Library. Materials will be disposed of at the conclusion of the display period.

### **3 Information Booths**

- .1 The Library permits hosted or passive information booths for community groups, non-profit groups and charities, where the information and tone of the display is of a non-proselytizing nature. Accordingly, information booths shall not be used for commercial, political or religious purposes.
- .2 Written requests for information booth space should be directed to the Manager, Community Collaboration, including a brief description of the host organization and the purpose and content of the proposed display.
- .3 The Library reserves the right to assess the suitability of the proposed display and to refuse the request.
- .4 The Library will provide a designated space, table, and chair. Display units, signs, promotional materials, and all other supplies are the responsibility of the host group. The booth may not be used for sales or solicitation or for promotion of a commercial product. Information booth space may be booked for a maximum of three (3) days.

### **4 Solicitations & Petitions**

Solicitations by members of the public are not permitted in the Library, either in person or by petition. Petitions originating with the Library Board or the Town of Aurora Council are permitted, subject to formal approval by the Board.

### **5 Sales**

The sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Town or Library Board sponsored events.

### **6. Storage and Display of Private Property**

The Library will not store or display the private property of external groups or individuals other than works of art as described in the APL Public Art Policy. Exceptions to this provision may be considered, upon written request. Consideration of such a request will include:

- ◆ Compatibility with the Library's role and vision as a community service
- ◆ Duration
- ◆ Assessment and feasibility of the space requirements
- ◆ Visual impact of display material
- ◆ Consistency with the APL Public Art Policy provisions that:
  - The Library retains responsibility for determining the designated display space and methodology.
  - The Library does not bear responsibility for theft or damage of materials. Insurance is the responsibility of the owner of the property.

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**Related Policies**

1. APL Rules of Conduct
2. APL Public Art Policy

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