



## **AURORA PUBLIC LIBRARY**

### **COMMUNITY INFORMATION DISPLAY**

---

Aurora Public Library (APL) makes information available on the community activities of non-profit agencies and organizations in order to facilitate access to resources and participate as a partner in promoting local services and events.

Display and distribution of community information does not constitute an endorsement of the organization's beliefs or views, nor is the Library responsible for the reliability of information or services posted.

Any communication placed or posted without authorization will be removed. All material submitted becomes the property of APL and will not be returned.

The display and distribution of community information is governed by the terms and conditions of this policy.

#### **1. Bulletin Boards and Display Units**

.1 APL accepts posters and brochures that:

- Promote or describe an event or initiative sponsored by the Library, the municipality, cultural partners, registered charities, non-profit organizations or government-supported agencies.

.2 APL will not post or display the following:

- Materials that contravene the Ontario Human Rights Code, federal, provincial or municipal laws and regulations and/or APL policies and procedures;
- Materials advertising and promoting commercial products or for-profit businesses services, as well as events or programs delivered by third-party organizations (including facility rentals);
- Personal ads and notices of items or services for sale or rent;
- Materials whose primary focus and/or editorial policy is partisan or political in nature; political materials may be eligible when they announce meetings/forums for discussion of community issues;
- Materials that advocate a particular religious, political or partisan position;
- Materials that invite participation in medical research, including trials or testing;
- Fundraising or pledge forms with the exception of local

- community-based non-profit endeavors;
  - Unsuitable formats and oversized display resources.
- .3 The number of materials for any group or organization and length of time posted will be limited at the discretion of the Library.
  - .4 APL reserves the right to assess the suitability and relative importance of display materials and reserves the right to not display some materials.

## **2. 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, and as space permits. 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. The Library will determine the maximum time allotted for the display.

## **3. Solicitations & Petitions**

- .1 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.

## **4. Sales**

- .1 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.

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

- .1 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.

## 6. **Digital Monitors**

- .1 Use of APL's digital monitors is exclusive to the promotion of events and services of Aurora Public Library.

---

### **Related Policies**

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

Approved Date: February 15, 2017	Motion #: 17.02.14
Effective Date: February 15, 2017	
Date of Last Revision: October 17, 2012	