



AURORA PUBLIC LIBRARY

COMMUNITY INFORMATION DISPLAY AND DISTRIBUTION POLICY

Aurora Public Library is committed to equitable access to information, the free exchange of ideas, and supporting informed and engaged participation in community life.

In alignment with its public service mandate, the Library provides designated spaces for the display and distribution of community information in order to connect the public with educational, cultural, civic, recreational, and community resources, services, and events that are relevant to Aurora and the surrounding area. These spaces support awareness of community services, programs, events, and ways to participate in civic and community life in a manner that is inclusive and barrier-free.

This policy establishes the principles, criteria, and process governing community information displays at Aurora Public Library.

1. PURPOSE

The purpose of this policy is to provide a fair, consistent and transparent framework for the approval, posting, display and distribution of community information at Aurora Public Library.

2. SCOPE

This policy applies to community bulletin boards, brochure displays, pamphlet racks, passive or hosted information tables, and other designated community information display spaces within Library premises.

This policy does not apply to:

- Library-created promotional materials
- Board-approved Library fundraising initiatives, events, or campaigns
- sponsorship recognition
- exhibits governed by another policy
- the Colleen Abbott Art Gallery
- the display of works governed by the Public Art Policy.

Aurora Public Library does not permit commercial or paid advertising. Social media and other online communications are governed by the APL Social Media Policy.

3. DEFINITIONS

For the purposes of this policy, “community information” means posters, brochures, flyers or similar informational materials that promote or describe services, resources, programs, activities or events of interest to the community.

“Local” means relating to Aurora, York Region, or services and events that directly benefit Aurora residents.

4. GENERAL PRINCIPLES

Community information display space is limited. Library-produced materials and information about Library services, programs and events receive priority.

Subject to space availability, the Library may provide display space for approved community information that is educational, cultural, civic, recreational or otherwise of broad community benefit. The Library supports equitable access to community information and does not promote or share information about paid programs, ticket sales, or other fee-based activities, as such activities may create economic barriers to participation.

Approval of material under this policy does not imply support for, or endorsement of, any organization, message, cause, service, product or event.

The Library is not responsible for the accuracy, completeness, or reliability of information provided by third parties.

Requests will be considered in a fair and consistent manner in accordance with this policy, available space, operational requirements, and the Library’s commitment to accessibility, inclusion, and compliance with applicable legislation and Library policies.

Where the Library is working in partnership with another organization, it may include links or references to the partner’s website or digital content in order to provide access to community information. Where such sites contain both eligible and ineligible content, including ticketed, paid, or fundraising activities, the Library’s communication will be limited to eligible content only. The inclusion of a general link or reference does not constitute promotion or endorsement of all content on the external site.

5. ELIGIBLE MATERIALS

The Library may approve material from the Town of Aurora, York Region, other public sector bodies, registered charities, non-profit organizations, community groups, and other organizations providing services or activities of direct relevance to the community, provided the material is informational in nature and does not promote or solicit charitable donations, fundraising support, paid programs, ticket sales, or other fee-based activities.

Priority may be given to local organizations, local events, and services that directly benefit

Aurora residents.

Materials should clearly identify the sponsoring organization and include sufficient information for the public, such as date, time, location, and contact information where relevant.

6. INELIGIBLE MATERIALS

The Library will not approve material that contravenes the Ontario Human Rights Code, the Municipal Elections Act, 1996, or other applicable legislation, or that is inconsistent with Library policies.

Without limiting the information above, the following are not eligible for posting, display or distribution:

- commercial or paid advertising
- paid programming
- appeals for charitable donations or other fundraising solicitations
- volunteer solicitation
- personal notices
- notices of items or services for sale or rent
- job postings not issued by the Library or the Town of Aurora
- petitions
- sign-up sheets
- direct solicitation
- partisan political campaign materials
- content that promotes discrimination, harassment, hatred or violence
- content that is defamatory, obscene or otherwise unlawful
- materials that are not in a format suitable for the available display space

7. SUBMISSION AND APPROVAL PROCESS

1. All materials must be submitted to Library management for review and approval before posting or display.
2. Approval is subject to available space, operational requirements, and compliance with this policy.
3. The Library may determine the quantity, duration, placement, and continued display of approved materials in accordance with administrative procedures.
4. Materials posted or distributed without approval may be removed. Submitted materials will not be returned and may be discarded by the Library.

8. INFORMATION TABLES

Subject to available space and operational considerations, the Library may permit staffed information tables for approved community organizations whose purpose aligns with the intent of this policy, including the provision of informational and educational content for the public.

Requests for information table space must be submitted in writing through the Manager of Customer Opportunity and must include a description of the organization, the proposed content, and the requested date or period.

Information tables shall not be used for sales, direct solicitation, partisan political campaigning, or any activity that interferes with Library operations or with the public's use and enjoyment of the Library.

9. PROHIBITED ACTIVITIES

Solicitation by members of the public is not permitted in the Library, whether in person, by petition, by sign-up sheet, for volunteer recruitment, or by similar means.

The sale of tickets, goods, services or other promotional materials for fundraising, charitable donation collection or commercial purposes is not permitted in the Library.

10. DIGITAL CHANNELS

Digital monitors are reserved for the promotion of Aurora Public Library services, programs and events.

11. AUTHORITY AND INTERPRETATION

The Chief Executive Officer or designate is responsible for the administration of this policy and has final authority over approval, placement, removal and interpretation under this policy.

Relevant Legislation

1. Public Libraries Act, R.S.O. 1990, c. P.44
2. Ontario Human Rights Code, R.S.O. 1990, c. H.19
3. Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
4. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56
5. Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

Related Policies

1. 1. APL Rules of Conduct
2. 2. APL Accessibility Policy
3. 3. APL Library and Political Elections Policy
4. 4. APL Privacy Policy
5. 5. APL Public Art Policy
6. 6. APL Social Media Policy

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