

Revision Date:	November 2019	Policy Type:	Administration
Approval Level:	CEO	Distribution:	All Employees
Review Schedule:	5 Years (or as required)		

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## **1. PURPOSE**

As an information centre, Markham Public Library (the “Library”) provides space for the posting and distribution of materials of importance and interest to the community.

This Policy applies to all materials displayed or distributed on library premises from external organizations, individuals, community groups, agencies, institutions and government.

## **2. MATERIALS ACCEPTABLE FOR POSTING OR DISTRIBUTION**

The following materials are acceptable for posting or distribution:

- Materials from non-profit or community-based cultural organizations, the City of Markham and its agencies or boards
- Publicity materials for programs sponsored by local community organizations
- Publicity for educational courses and programs conducted by non-profit organizations or professional associations, except advertisements for individual teachers (e.g. music teachers, dance teachers, tutors, etc.)
- Information of a non-profit cultural or recreational nature, such as concerts, theatre, art gallery exhibitions, conservation authority programs, etc.
- Materials from municipal, regional, provincial, and federal governments or agencies
- Bulk or ongoing publications such as newspapers or magazines (Publications are subject to the *Library Collections and Materials Selection Policy*)

## **3. MATERIALS NOT ACCEPTABLE FOR POSTING OR DISTRIBUTION**

The following materials are not acceptable for posting or distribution:

- Materials that are primarily devoted to the sale, advertising, solicitation or promotion of commercial products or services
- Materials that promote programs or activities with a fee except those offered by the Library or City of Markham, publicly funded educational institutions, or by Library partners in programming or marketing
- Materials for the purposes of fundraising, except those for the Library, the City of Markham or the Royal Canadian Legion’s Poppy Campaign
- Material that advocates a particular political, religious or philosophic position
- Materials primarily political in nature including election campaign materials
- Petitions, surveys and pledge forms
- Contests unless offered through non-profit or government organizations.

- Materials that contravene the Ontario Human Rights Code, the Charter of Rights, the Criminal Code of Canada, federal or provincial laws and regulations, municipal by-laws and/or Markham Public Library policies.
- Materials that may be of a libelous or defamatory nature
- Materials missing essential information such as sponsor or organization's name, publication ownership, date, time, fee or place
- Personal ads and notices and notices of items for sale or rent
- Materials that invite participation in medical research, including trials or testing

#### **4. CONDITIONS**

The following conditions apply for all materials posted or distributed:

- Posting of materials does not imply Library endorsement of any group, organization, or view.
- All materials must be submitted to Library staff for approval.
- The Library will display and distribute materials in appropriate spaces for a limited time subject to space availability.
- All materials become the property of the Library and the Library reserves the right to dispose of the item as it sees fit. The Library will remove and discard all items posted without approval.
- Materials in languages other than English may require additional information in English about the content, event and organization.
- The acceptance of materials may be subject to a maximum size, when available display space is limited.
- Priority is given to the display or distribution of materials from the Library and the City of Markham.
- The Library does not prepare, print or provide supplies for posters or flyers.
- The Library reserves the right to reject material that, in the Library's sole opinion, may adversely affect public confidence in the Library or the value of the Library brand.
- Decisions to refuse display or distribution of materials may be appealed. An appeal must be made to the Library in writing.

#### **5. RESPONSIBILITIES**

##### **CEO / Directors shall:**

- Ensure that they and their employees are acquainted with and comply with this Policy and related policies.

##### **Managers / Supervisors shall:**

- Enforce this Policy.

**Employees / Volunteers:**

- Comply with this Policy.

**Library Administration shall:**

- Develop and distribute this Policy;
- Update this Policy per the Review Schedule.

**5. RELATED POLICIES**

- Room Rental Policy (POL-Pub Serv)