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|------------------|--------------------------|---------------|----------------|
| Revision Date:   | April 2026               | 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”, or “MPL”) 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.

Permission to post or distribute materials does not constitute an endorsement by the Library of any views, opinions, statements, events, services, products, or organizations referenced in or responsible for the materials.

## 2. MATERIALS ACCEPTABLE FOR POSTING OR DISTRIBUTION

**Materials that are acceptable for posting or distribution include those that are:**

- From non-profit or community-based cultural organizations, local community organizations, the City of Markham and its agencies or boards
- Of a non-profit cultural or recreational nature, such as concerts, theatre, art gallery exhibitions, conservation authority programs, etc.
- Publicizing educational courses and programs provided by non-profit organizations or professional associations
- Publicizing programs offered by the Library or City of Markham, publicly funded educational institutions, or by Library partners in programming or marketing
- Issued by Canadian governmental agencies, including municipal, regional, provincial, and federal
- Bulk or ongoing publications such as newspapers or magazines (Note: Publications are subject to the *Library Collections and Materials Selection Policy*)

## 3. MATERIALS NOT ACCEPTABLE FOR POSTING OR DISTRIBUTION

**Materials that are not acceptable for posting or distribution include those that:**

- Have been posted on Library premises without prior approval
- Are missing essential information such as sponsor or organization’s name, publication ownership, date, time, fee or location

- Advertise, solicit, or otherwise promote commercial products or services
- Promote fee-based programs or activities (except those offered by the Library or City of Markham, publicly funded educational institutions, or by Library partners in programming or marketing)
- Market the services of individual tutors or teachers (including, but not exclusive to, music teachers, dance teachers, etc.)
- Constitute fundraising
- Advocate a particular political, religious or philosophic position
- Are primarily political in nature including election campaign materials
- 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.
- May be of a libelous or defamatory nature
- That invite participation in medical research, including trials or testing
- Personal ads and notices, including notices of items for sale or rent
- Petitions, surveys and pledge forms
- Contests, unless offered through non-profit or government organizations.

#### **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.
- Priority is given to the display or distribution of materials from the Library and the City of Markham.
- All materials become the property of the Library, which reserves the right to dispose of the item as it sees fit. MPL will remove and discard all items posted without notice or 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.
- Decisions to refuse display or distribution of materials may be appealed. An appeal must be made to the Library in writing.
- The Library:
  - Will display and distribute materials in appropriate spaces for a limited time subject to space availability.

- Does not prepare, print or provide supplies for posters or flyers.
- 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.

**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 \(POL-Pub Serv\)\*\*](#)