

Chatham-Kent Public Library

Bulletin Boards and Petitions Policy

Purpose

The intention of this policy is to ensure that Chatham-Kent Public Library (CKPL) has a consistent policy in place for non-profit community groups to post flyers, notices, brochures and pamphlets to library users about local events or services of a cultural, educational, recreational, health or community nature.

CKPL prides itself on being an information provider and making connections. Community bulletin boards are an integral part of the process.

Scope

The policy applies to all materials from individuals, community groups, non-profit organizations, institutions, and governments publicly displayed and/or distributed on Library premises.

Definitions

“Non-profit” generally refers to an organization whose profits are not passed on to its members. Such an organization may carry on activities that realize a profit, provided that those activities do not constitute the primary activity of the organization and that the funds realized are used for the objectives of the organization and not passed on to its members.

Materials means a variety of types of documents for display including notices, posters, digital posters and media, and literature for distribution including flyers, pamphlets, newsletters, community newspapers, bookmarks and postcards.

Petition is a formal written request, typically one signed by many people, appealing to authority or an organized body with respect to a particular cause.

Content

Bulletin Boards

Chatham-Kent Public Library is an important access point for current information about community organizations, services, and events. Space for bulletin boards is limited in CKPL branches and demand for space is high. It may not always be possible to display all materials that are acceptable under this policy at any given time.

Notices, pamphlets and other informational material will be displayed within CKPL under the following conditions:

- First priority will be given to information and programs about CKPL and services of the Municipality of Chatham-Kent.
- Second priority will be given to information relevant to local cultural, educational, recreational, community service, volunteer and government agencies and their services and events, space permitting.
- Approved materials will be displayed and removed as space and staff time permit.
- CKPL reserves the right to limit the amount of time an item is on display and may remove items when community demand for space is high

Materials that are **not** acceptable for posting at any location include:

- Events that are sponsored by for-profit organizations
- Retail or wholesale advertisements, private notices, personal services and information about moneymaking events
- Material that would be considered libelling, defamatory, or a privacy violation
- Materials that advocate a particular political, religious or philosophic position. (except for notices promoting all-candidates meetings and flyers for bazaars, rummage sales, and craft sales to benefit not-for-profit agencies)
- Due to space limitations, the library prefers letter-sized posters. Larger materials will be posted only if space permits.
- Materials which are of such poor quality that it is difficult to read or understand.
- Materials which are determined to be of limited or no relevance to our local community.

Any materials for posting or distribution that staff are unsure meet the criteria should be referred to the CEO/Chief Librarian or designate.

Final decision for what can or can't be displayed on CKPL bulletin boards rests with the CEO/Chief Librarian or designate.

Petitions

No Petitions or sign-up sheets will be accepted by CKPL unless they are sponsored by the Library.

Freedom of Expression

The Chatham-Kent Public Library guarantees the right of free expression by making available its bulletin boards to all individuals meeting the above requirements, whose promotional materials are consistent with the intent of the [Ontario Human Rights Code](#), the [Charter of Rights](#), the [Criminal Code of Canada](#) or Municipality of Chatham-Kent bylaws.

All material becomes the property of Chatham-Kent Public Library and the Library reserves the right to dispose of material as it sees fit. The Library does not return unsolicited material or notify a group if their material is not acceptable for any reason,

including lack of space. Posting of materials does not indicate Library endorsement of the ideas, issues or events promoted by those notices.

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For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.