



Distribution of Community Publicity

Policy Statement

This policy outlines the rules governing the acceptable distribution, display, and promotion of community related publicity material at the Library's physical locations or online on the library website, digital screens, or social media platforms. All material becomes the property of the Guelph Public Library and the Library reserves the right to dispose of materials as it sees fit. The Library requires community publicity to be submitted at least two weeks prior to the event to allow for approval and distribution. The Library does not return unsolicited materials or notify a group if their materials are not acceptable for any reason, including lack of space. The Library neither endorses nor disapproves of the content, subject matter or points of view expressed in the community information posted, nor is it responsible for the reliability of the information or services posted. The Library may elect the appropriate medium to display the material: in branch, digital screens, or online.

1 Displays

- 1.1 After the needs of the Guelph Public Library are met, each library location may elect to provide a Community Listings Area for information about events that serve the needs of its local community. The amount of information that may be displayed in is dependent upon space available and may vary by library location.
- 1.2 Unsolicited materials may be accepted for displays if they meet all of these criteria:
 - a. It describes a public educational, recreational, cultural or community interest event.
 - b. It is of local interest, occurring in the Guelph area, and relevant to the library locations' local community.
 - c. It is in support of a legally constituted non-profit or charitable organization or a government-supported agency such as the Board of Education.

2 Materials Not Acceptable for Posting or Distribution

2.1 Materials that are not acceptable for displays at any library location include:

- a. Retail or wholesale advertisements, private notices, personal services and information about money-making events sponsored by for-profit organizations.
- b. Materials that contravene the Human Rights Code, the Charter of Rights, the Criminal Code of Canada, City of Guelph By-laws or any other subsequent legislations.
- c. Material that advocates a particular political, religious or philosophical position.
- d. Materials large in size (such as posters) as to exclude the posting of other items.
- e. Petitions.