Community Information Policy

Policy Number: 03-2016
Policy Type: Operational
Review Period: 4 years
Approval History: October 27, 2016

1.0   Purpose

To define rules governing the Library's resources for disseminating community information in support of fair and equitable access to these resources.

2.0   Terms and Conditions

Where space and resources permit, the Library will provide the public with information concerning the community in appropriate locations for a limited duration.

Display and distribution of information provided by an organization does not constitute endorsement of the organization itself nor the information being communicated. GSPL does not guarantee the veracity of the information being communicated.

Any community information placed or posted without authorization will be removed. All material submitted becomes the property of GSPL and will not be returned.

2.1   Supported Media

GSPL supports the following media for community information: posters, brochures, digital message boards.

2.2   Approval Criteria

GSPL accepts community information which meets the following criteria:

- Promote an event or initiative sponsored by a registered charity, non-profit organization or government supported agency

- Describes a public educational, recreational, or cultural event or initiative

- Demonstrates relevance to the local community

- Adheres to the Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or GSPL policies

- Does not advocate a particular religious, political or partisan position

All submitted material must meet the following standards:

- Presented in a professional manner

- Free of errors and handmade corrections

- Includes an English or French translation if not originally presented in either English or French

2.2   Prioritization

Where space or availability are limited messages will be prioritized according to the following criteria:

a. Programs and events organized by community groups in association with GSPL or the City of Greater Sudbury

b. Special or signature events organized by community groups that directly benefit the community

c. Regular meetings or ongoing events organized by community groups

Space constraints may prevent or delay materials from being posted or displayed.

3.0   Submission Procedure

3.1   Posters and Brochures

All posters and brochures must be submitted in print. Email or fax copies will not be accepted.

A maximum of 13 copies of posters will be accepted.

3.2   Digital Signs

Requests must be submitted using the Request for Electronic Sign Message form. The request must be received no later than 7 days prior to the desired message start date. Messages will be displayed for a maximum of 10 days prior to the program or event date.

All requests will be considered and prioritized at the discretion of the Manager of Citizen Services (or designate) on a case-by-case basis as availability permits.

4.0   Exclusions

4.1   Website / Social Media

GSPL's websites and social media accounts are designed to strictly promote the library's programs and services. GSPL may use these online sources to selectively communicate, share, or promote information from or regarding other organizations, groups, or individuals when it is determined to benefit GSPL or its users. In special cases GSPL may establish formal partnerships with local organizations by means of a partnership agreement. Through such agreements opportunities to publish community information using GSPL's website or social media may be provided to partner organizations.

5.0   Definitions

Not-for-profit: organizations that exist for charitable, educational, cultural or other civic/humanitarian purposes. They often require nominal membership fees and are funded through donations or government grants.