

Georgina Public Library Board Policy Manual

Policy Title: Community Information Display Policy

Intent

Georgina Public Library (GPL) provides bulletin boards and display space to share information with the public and connect the community with educational, cultural, and recreational resources. Library-produced materials, including those promoting library programs, collections, and services, receive priority for display space. When space permits in designated areas, community groups and individuals may submit materials for posting, provided they align with the Library's commitment to neutrality, inclusivity, and compliance with all applicable library and municipal policies.

The provision of display space does not imply the Library's endorsement of any ideas, viewpoints, or organizations. This policy establishes clear guidelines to ensure displays are managed fairly, consistently, and in the public interest. The Library reserves the right to refuse any materials that do not meet these criteria.

Scope

This policy applies to all publicly accessible displays, bulletin boards, pamphlet racks, digital assets, and other community information display areas across all GPL branches. It governs the posting of flyers, posters, brochures, and small exhibits created by the Library or submitted by external community organizations.

All Library staff and individuals submitting materials must adhere to this policy to ensure consistency, fairness, and compliance with Library guidelines.

Regulations/Guidelines

1. All materials must be submitted to a Supervisor/Manager for approval before posting. Unauthorized materials will be removed immediately. The CEO or designate has final authority on approval decisions under this policy.
2. *Eligible Content: Materials will be accepted provided they are:*
 - a) Materials will be accepted if they are educational, cultural, recreational, philanthropic, or civic in nature. This includes information on local events, non-profit services, educational opportunities, cultural festivals, community celebrations, and government or town initiatives.
 - b) Materials must be relevant to the community in Georgina or York Region. Local events and organizations are given priority.
 - c) Materials must originate from non-profit, charitable, or community organizations. Notices from businesses or individuals may be accepted only if they promote a community event or service of broad public interest, at the Library's discretion. Purely commercial advertising is not permitted.
 - d) Materials must comply with the Ontario Human Rights Code and all relevant laws. Content must not discriminate, harass, or incite hatred

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- against any group or individual. Materials containing obscene, defamatory, or otherwise unlawful content will be refused.
- e) The Library maintains a commitment to neutrality and inclusion. Information from religious or political organizations may be shared if it is of broad community interest (e.g., a cultural holiday celebration or a candidate debate) and is presented in an informative, non-persuasive, and non-partisan manner.
3. *Prohibited Content: The following will not be posted or displayed:*
- a) Promotional material directed at for-profit businesses (products, services, or sales) is not permitted, except for notices of community-benefiting events, subject to Library discretion.
 - b) Personal advertisements, including job postings, housing rentals, and childcare services, will not be accepted.
 - c) Fundraising appeals, petitions, or sign-up sheets from external groups are not permitted. *Exception:* Community initiatives co-sponsored by the Library or Town may be allowed with CEO approval (Poppy donation box, Town surveys, etc).
 - d) Any material that violates legislation or Library policies, including content that is hateful, offensive, sexually explicit, defamatory, or advocating violence or illegal activities, will be refused or removed immediately.
 - e) Materials that primarily promote a specific religious belief or political agenda (e.g., statements of faith, invitations to worship services, or campaign materials) will not be approved.
4. Seasonal decorations or décor within Library spaces must remain neutral and not promote a specific culture, nationality, or event. *Example:* A winter themed/holiday rather than Christmas-specific decorations.
5. The Library may create seasonal and cultural displays that reflect the diversity of the community. These displays will be inclusive, educational, and may highlight a range of cultural traditions without favoring or endorsing any single religion. As part of a designated display area, culturally significant décor may be incorporated to enhance inclusivity and create a welcoming environment.
6. All public postings must clearly identify the issuing organization or individual along with relevant contact details (e.g., event date, time, location). Anonymous materials will not be posted.
7. Materials should be in English or bilingual (French/English) to maximize accessibility. Content in other languages may be accepted, particularly for cultural events, provided an English summary or translation is included.
8. No fundraising or volunteer sign-up sheets, petitions, or notices related to the sale of items, products, or services (including daycare or housing advertisements) will be accepted.
9. Posters or flyers that promote specific religious or partisan political views or advocate action on behalf of such positions will not be accepted.
10. All displays within the Library must be respectful of the diverse cultures within the community. Displays in public spaces will include only secular holiday decorations. Religious symbols may not be displayed.

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11. Materials must not contravene the Criminal Code or promote any form of discrimination prohibited under the Ontario Human Rights Code.

Georgina Public Library does not endorse or sponsor the content of external postings; it merely provides space as a community service. Acceptance of a flyer or display item does not imply agreement with its viewpoints, nor does removal or refusal imply censorship beyond the stated policy criteria. The Library assumes no liability for any transactions or interactions that may result from posted information.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	February 9, 2007
Board Adoption	March 22, 2007
Board Review & Amendment	June 16, 2016, August 20, 2020, June 20, 2024, March 20, 2025, November 20, 2025