

Category:	Communication
Policy Number:	4-2
Policy Name:	Materials for Posting or Distribution

Purpose:

In keeping with its central role of providing information to the community, the Waterloo Public Library provides access to a broad range of information regarding programs, services, meetings, and events in the local area.

Policy:

The Library allocates limited space at all of its locations to display community information in a variety of formats, including posters, brochures, and newspapers.

The Library accepts materials for posting which describe a public, educational, recreational, cultural, or community event or pursuit that is of local interest, occurring in the City of Waterloo or surrounding areas. Materials in support of a legally constituted non-profit or charitable organization or a government-supported agency are also accepted for posting.

The Library does not accept the following for display:

- Political campaign posters
- Materials that contravene the *Ontario Human Rights Code*, the *Canadian Charter of Rights and Freedoms*, the *Criminal Code of Canada*, *City of Waterloo By-laws* or any other applicable law or regulation
- Materials inappropriate in size or format
- Petitions, unless approved by the Library Board
- Materials, not relevant to the local community

Materials must be delivered to library staff to be posted as space permits, and for a time period determined by the Library. The Library is not responsible for the return of any materials.

In accordance with the *Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries*, the Library believes that it is important to provide access to a wide variety of community information. The presence of a poster, brochure or any other notice does not indicate that the Library either advocates or endorses the issue, event or service

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promoted by that material. The Library is also not responsible for the reliability of information or services posted.

Document Record:

October 2005	Initial Release
January 2014	Reviewed
June 2019	Reviewed