

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 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

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