



Whitby Public Library

Posting and Distribution of Materials Policy

Policy Type: Public

Authority/Created: Library Board

Date Created: June 21, 1995

Last Review: September 15, 2021

Date Reviewed: September 21, 2022

As a community service, the Whitby Public Library offers designated spaces for posters and notices advertising events and programs for non-profit organizations. Space permitting, promotional brochures and flyers for non-profit organizations may also be posted.

Posting and/or distribution of any non-library material does not imply endorsement by the Whitby Public Library Board. Library, Town of Whitby and local programs and events have priority over those outside Durham Region.

Materials for posting or distribution must be submitted to library staff for consideration and must:

- describe or publicize an educational, cultural, or recreational event or service
- be of local interest, occurring in the Durham Region
- be sponsored by or in support of a non-profit organization

Both the materials for posting or distribution and the events or programs advertised must not:

- violate the Criminal Code, including:

- the communication of statements that incite or willfully promote hatred, violence, or hostility against an identifiable group;
 - the advocacy or promotion of genocide.
- violate the Ontario Human Rights Code, including:
 - the communication of any material/information that discriminates or intends to discriminate against a person or identifiable group, or is likely to expose a person or identifiable group to hatred or contempt, because of their race, colour, ancestry, place of origin, ethnicity, citizenship, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.
- promote any other unlawful activities or activities that violate applicable library policies or rules.

Rental advertisements, merchandise for sale, personal notices, materials advertising or promoting businesses (including fee-based personal services such as tutoring, music lessons, child care, etc.) religious organizations, or political candidates or parties are not accepted. Petitions and fundraising materials such as donation boxes are not accepted except for the Royal Canadian Legion's Poppy Campaign.

Any material not reviewed and approved by library staff will be removed and discarded. The Library is not responsible for the maintenance or return of any material.

Acceptance and posting or distribution of materials is subject to availability of space. Materials may be removed at the discretion of library staff.

Acceptance or refusal of specific materials is at the discretion of the CEO or designate.