

Purpose

West Perth Public Library is an information and referral resource for the community, and works with non-profit agencies and organizations to promote community services, events, and local interests. This policy outlines the types of information that may be physically collected, displayed and distributed in the Library.

Responsibility

Confidentiality

The Library provides information on non-profit community agencies and organizations, and refers people appropriately and in a sensitive manner. Staff will maintain confidentiality at all times in accordance with the Library's *Confidentiality and the Protection of Privacy* policy.

Information and Displays

The Library makes specific spaces available to display materials on local activities and events from non-profit organizations and community groups. The display of materials does not constitute endorsement of any group. Library staff will post and remove all materials, which will be accepted based on space availability using the following priorities:

- Library programs, events, activities and services;
- Notices or displays of community interest from local municipal and non-profit agencies;
- Notices or displays of cultural, educational and recreational interest from local community groups.

All agencies, organizations and community groups must provide their physical display materials and information free of charge to the Library for consideration.

West Perth Public Library cannot guarantee all materials will be posted or displayed, and reserves the right of refusal. The Library will dispose of materials as it sees fit.

The Library will *not* display or distribute:

- Materials that contravene federal, provincial, or municipal laws and regulations;
- Faith-based materials whose primary purpose is the promotion of faith. Events sponsored by local religious groups may be displayed;
- Advertisements, promotions, or sales of commercial products or services;
- Materials seeking contributions, pledges, ideas, opinions or information for external parties;
- Personal ads and notices, including notices of items for sale or rent;
- Political materials, unless they are announcements for meetings and forums for discussion of community issues, in accordance with the Library's *Advocacy and Political Engagement* policy.

Complaints or appeals will be resolved by the CEO.

Related Documents:

West Perth Public Library Policy. *Advocacy and Political Engagement*.

West Perth Public Library Policy. *Confidentiality and the Protection of Privacy*.

West Perth Public Library Policy. *Donations, Sponsorships and Fundraising*.

West Perth Public Library Policy. *Online Communications*.

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