



Richmond Hill Public Library Board

DISPLAY POLICY

1.0 Purpose and Scope

The Library provides space for the promotion of community groups and community events.

2.0 Policy Statement

Richmond Hill Public Library is committed to providing services that positively impact people's lives and in doing so, the life of the community. As such, the Library provides display space, bulletin boards and areas for information booths that can be used for postings and exhibits of community interest.

The granting of space does not imply endorsement of the group or the display by the Library or its staff. Richmond Hill Public Library reserves the right to accept or refuse a display, or to cancel any display at its discretion. Preference will be given to organizations based in Richmond Hill or those providing direct services to Richmond Hill. Relevance to issues within the Library and the community will also be considered.

Priority will be given to material:

- produced by the Library;
- produced by local government agencies;
- produced by local non-profit organizations;

- produced by local cultural organizations.

3.0 **Policy Objectives**

The Library will provide space for exhibits:

- that are responsive to the diverse interests of the community;
- that are compatible with the Library's strategic plan and values;
- that are appropriate for the Library environment.

Exhibit space is subject to availability, taking into account the Library's need for display space.

The Library will not provide space for exhibits:

- that contravene the *Ontario Human Rights Code*, federal or provincial laws and regulations, municipal by-laws and/or Library policies and procedures;
- whose primary focus and/or editorial policy is partisan or political in nature and communications from political representatives, unless the display is for the purpose of informing the public regarding community meetings or forums for discussion of community issues;
- that contain advertisements or solicitations for recruitment, business, or fundraising;
- faith-based materials whose primary purpose and/or editorial policy is promoting faith.

This policy applies to display space, bulletin boards, and information booths. Allotment of display space will be given based on policy objectives and availability.

4.0 Selection Criteria

All public requests for promotional materials, display space and information booths must be forwarded to the Library's Communications Department for approval.

5.0 Conditions of Use

Richmond Hill Public Library assumes no responsibility for loss, theft or damage to exhibits while on Library premises.

Exhibitors will be responsible for the arrangement and removal of their exhibits at times to be arranged with the Communications Department.

Exhibitors are responsible for setting up their displays and for providing all their own materials for their displays. The Library does not assist in the set up or strike down of the displays.

Exhibitors will be held responsible for any damage incurred to Library property.

Exhibitors are responsible for insuring their works against damage or theft and by signing the Display Agreement or the Information Booth Agreement they relieve the Library of responsibility.

Permission for an individual or group to exhibit is generally for a single occurrence and does not imply the right to repeat exhibits. The Library may approve repeat exhibits by individuals or groups but its preference is to give opportunities for many individuals or groups to participate.

The Library retains the right to determine the suitability of any proposed exhibit for display on its premises and has final authority over the review, selection and arrangement of all public exhibitions on its premises.

The Library reserves the right to accept or refuse a display, or to cancel any display at its discretion.

The Library reserves the right to strike down any display that is not removed at the agreed upon time and to dispose of material not claimed.

Solicitations by members of the public are not permitted in the Library, either in person or by petition. Petitions originating with the Library Board or the Town of Richmond Hill Council are permitted, subject to formal approval by the Board.

6.0 Exhibit Areas

6.1 Display Cases – Appendix I

- requests for display space must be forwarded to the Library's Communications Department
- upon approval, a written agreement will be signed by both parties that details the rights and responsibilities of both parties
- displays are booked and removed within one calendar month
- the Library will endeavor to publicize exhibits, where possible, in print and/or digitally

6.2 Bulletin Boards and Distribution of Material

- the Library displays information in the form of pamphlets, posters or brochures on behalf of cultural, educational, social service and volunteer agencies serving the Richmond Hill community
- the Library does not necessarily support the aims or objectives of groups whose material may be on display
- all material for the bulletin boards must be submitted to the Library's Communications Department for approval and posting
- material of a commercial nature will not be accepted
- the Library will not display or distribute personal ads and notices of items for sale or rent

- the Library will not display material that is oversized or in unsuitable formats
- all material posted will bear an RHPL stamp of approval
- any notices posted without approval will be removed
- notices/posters will not be returned

6.3 Information Booths – Appendix II

- the Library permits hosted or passive information booths for community groups and non-profit groups where the information and tone of the display is of a non-proselytizing nature
- accordingly, information booths shall not be used for commercial, political or religious purposes
- written requests for space must be forwarded to the Library's Communications Department for approval.
- requests must include a brief description of the host organization and the purpose and content of the proposed display
- the Library will review all applications and reserves the right to refuse the request
- the Library will provide a designated space, table, and chair(s).
- display units, signs, promotional material, and all other supplies are the responsibility of the host group
- the booth may not be used for sales or solicitation or for promotion of a commercial product
- information booth space may be booked for a maximum of three (3) days
- table and chair set-up is booked by the Library's Communications Department

Enriching Your Connections, Choices and Community

Dates	Motion #
Approval Date: June 28, 2018	18:66
Date of Last Revision: December 12, 2013	13:97

NOTE: Copies of Display Agreement (Appendix I), and Information Booth Agreement (Appendix II) available at any branch of Richmond Hill Public Library.



Richmond Hill Public Library
Display Use Agreement: Display Cases

Richmond Hill Public Library will provide space in the (west, centre, east) display case to _____ for the month of _____.

Your display will be set up on _____ and it will be removed on _____ . Space is allotted on a monthly basis and must be set up and removed within that month.

Exhibitors must abide by the Conditions of Use as outlined in the Library's Display Use Policy (see attached Policy).

I the undersigned agree to abide by the conditions of use for the display cases as established by the Richmond Hill Public Library in the Display Use Policy.

I understand that any contravention of the conditions of use will result in an immediate removal of my display.

Name of Exhibitor: _____ Signature of Exhibitor: _____

Name of Library Staff: _____ Signature of Library Staff: _____

Date: _____

Approved: Yes

No



Richmond Hill Public Library

Display Use Agreement - Information Booths

Name and Description of Organization:

Purpose and Content of Display:

Equipment Required:

Table

Chairs

Yes No

Yes No # _____

Richmond Hill Public Library will provide a designated space for an information booth to _____.

The information booth will be set up on _____ and it will be removed on _____. Space is allotted up to a maximum of 3 days.

Exhibitors must agree to the Conditions of Use as outlined in the Library's Display Use Policy (see attached Policy).

I the undersigned agree to abide by the conditions of use for Information Booths as established by the Richmond Hill Public Library in the Display Use Policy.

I understand that any contravention of the conditions of use will result in immediate removal of my Information Booth.

Name of Exhibitor: _____ Signature of Exhibitor: _____

Name of Library Staff: _____ Signature of Library Staff: _____

Date: _____

Approved: Yes No