

	POLICY: <b>DISPLAYS</b>		POLICY NO.: <b>OP - 15</b>
	CATEGORY: <b>Operational</b>	LAST REVIEW/ REVISION DATE: June 2026	SCHEDULED REVIEW DATE: June 2030

## 1. Purpose

The purpose of this policy is to provide guidelines and requirements for in-library displays, community information, and public art exhibits at the King Township Public Library (KTPL or the Library) branches and locations. Such displays, information, and exhibits provide community access to Library services, collections, educational opportunities and other points of interest, enhancing the Library’s relevance and better serving the diverse population of King Township.

## 2. Scope

This policy applies to all in-branch displays of Library material and programs, municipal announcements, not-for-profit community information, and public art exhibits placed within the KTPL branches and locations.

Acceptance or approval of a display, community information, or exhibit is at the discretion of the KTPL CEO or their designate.

## 3. Definitions

For the purposes of this Policy:

- a. *In-Library Displays* – defined as physical and digital displays of materials and/or content within KTPL branches used to promote Library materials, special collections, programs and services. Includes physical displays for not-for-profit events, celebrations, commemorations of historical and cultural significance, and/or other events pertaining to the community or York Region.
- b. *Community Information* – defined as print information on not-for-profit community activities, agencies, and organizations. Community Agencies includes, but is not limited to, municipal services providers, community groups, educational organizations, health and social services agencies, religious, recreational, York Region, and cultural institutions.
- c. *Public Art Exhibits* – defined as presentations of artwork created by artists and artisans with a cohesive vision. The King City branch offers and manages a community art space, available



to artists by invitation at select times of the year for exhibit. The space can also act as an “overflow” location for the King Cultural & Heritage Centre.

#### **4. Policy Statement/Guidelines**

All in-library displays and exhibits, including their content, will be approved exclusively by KTPL.

KPTL uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- a. Community needs and interest
- b. Content that reflects the diversity of the community
- c. Historical, cultural, or educational significance
- d. Connection to other local, provincial or national programs, exhibitions, or events
- e. Relation to Library collections, resources, exhibits, and programs
- f. Availability and suitability of display space

In establishing these criteria, KTPL strives to include a wide spectrum of opinions and viewpoints in its displays and exhibits that appeal to a range of ages, interests, and information needs.

#### **5. Underlying Principles**

1. As per the Canadian Federation of Public Library Association’s Statement on Intellectual Freedom and Libraries:
  - a. Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable.

To this end, KTPL may create or facilitate displays that some individuals or group may find controversial. Library facilitation of a display does not constitute an endorsement of the content of the materials displayed or the views expressed by authors, artists, artisans, community agencies, or other partners, but is rather an affirmation of the principle of freedom of expression protected by the Canadian Constitution.

2. KTPL use of display space takes precedence:



- a. Space permitting, the use of the designated display areas/cases by approved community groups and individuals is invited, subject to the following guidelines:
  - i. The approval process is handled by the Deputy CEO - Patron Experience, in accordance with the policies of the KTPL Board.
  - ii. The KTPL Board reserves the right to refuse any display.
  - iii. Community information and art must align with KTPL's vision, mission, and values and must be suitable for display to a diverse audience while enhancing a welcoming environment.
3. KTPL will not display or distribute information or art:
  - a. that contravenes: KTPL's Code of Conduct, the Ontario Human Rights Code; The Charter of Rights and Freedoms; the Canadian Constitution; and, federal, provincial or municipal laws and regulations, including materials protected by copyright, trademark or other intellectual property rights
  - b. whose primary purpose is the promotion of faith or faith-based materials
  - c. advertising and promoting commercial products or services
  - d. containing personal ads and notices including notices of items for sale or rent
  - e. using multiple copies of the same posting
  - f. whose primary focus is partisan or political in nature
  - g. that include petitions
  - h. that is oversized for the designated display area
4. Displays will be regularly reviewed and revised to ensure they are fresh, effective, and provide a unified system approach across branches.
5. KTPL reserves the right to accept, reject, or remove any display, information, or exhibit at any time in its sole discretion consistent with the principles and criteria articulated in this Policy.

## **6. Displays**

### **In-Library Displays**

In-Library displays include both physical and digital displays of materials or content and have designated spaces to do so within each branch.

1. In-Library displays will be created by Library staff to promote Library materials, special collections, programs, and services in each branch.
2. The scheduling, theming, and placement of in-library displays will support the diverse needs and interests of our community with no implied endorsement of the theming of the display.



3. In-Library displays created by members of the community can be displayed in the designated display cases in the King City branch, following a pre-approved and agreed upon schedule. These displays will run for a maximum of 2 months.
4. Non-Library related promotion or material will not be considered for display on the in-Library public area digital monitors.

## **Community Information**

Community activities, agencies, organizations, and the services thereof may submit information about their activities, agencies, and organizations for posting within the Library, subject to the following guidelines:

- a. All materials must be provided by the organization to KTPL in an 8.5" × 11" poster format or an alternative preapproved format. KPTL does not create or print materials for other organizations.
- b. All In-Library Displays must be open to the public; invitation or member-only events will not be posted.
- c. Those events in partnership with KTPL shall take place within King Township or York Region and must be free of charge and be hosted by non-profit organizations or otherwise approved by KTPL.
- d. Non-library subject matter is associated with community fairs, history or heritage, culture, nature, health or the visual arts.
- e. Submissions will be reviewed, and if accepted, posted within 5-10 business days, a maximum of 1 month prior to the event.
- f. KTPL staff shall handle all placement, posting, and removal of community information materials.
- g. KTPL will not return any submitted materials and is not responsible for their loss or damage.
- h. Submissions cannot be guaranteed a specific placement or position in the designated display areas.
- i. Only approved community groups and organizations can request to have their information posted on the digital sign in front of the Nobleton branch.

## **Public Art Exhibits**

Artists can apply for consideration to exhibit their work on the King City Art Wall. The following will be considered:



- a. Artists at all stages of their career will be considered provided that an application to exhibit has been submitted and approved.
- b. Works must be two dimensional and able to attach to the hanging system.
- c. Exhibits will run for a maximum of 2 months.
- d. Exhibitors are responsible, at their sole expense, for hanging and dismantling the exhibit on the agreed dates.
- e. Items sold during the exhibit timeframe may not be removed by the exhibitor prior to the agreed upon end date.
- f. Exhibitors are responsible for obtaining adequate insurance coverage for the full replacement value of their exhibit.
- g. KTPL is not responsible for the security of exhibited artwork; exhibitors must sign a waiver absolving KTPL of any liability to the exhibitor or any other parties, in connection with the display of their exhibits.
- h. KTPL will exercise the same care for loaned objects as it does for its own collections and is not responsible for loaned objects beyond the normal precautions used in the preservation of its own collections.
- i. KTPL reserves the right to decline submissions based on volume or those that do not meet our acceptance guidelines. See Section 5.3 Underlying Principles.

## **7. Reconsideration of Displays**

KTPL recognizes the right of individuals to object to the display of certain materials and/or content personally, however no individual shall have the right to cause KTPL to restrict the display materials for others. King Township residents who object to a specific display may submit a Request for Reconsideration form to the KTPL CEO. Decisions about a challenged display are communicated to the originator, following the completion of a formal staff review consistent with the framework of this Policy.

## **8. Liability**

1. KTPL does not advocate or endorse the viewpoints of the information or art posted, displayed, or exhibited.
2. KTPL will make every effort to adhere to all applicable legislation when creating, facilitating, or displaying materials and/or content.



3. KTPL reserves the right to accept, reject, or remove any display, information, or exhibit at any time.
4. KTPL will not be responsible for the security of exhibited artwork; exhibitors must sign a waiver absolving KTPL of liability both to the exhibitor and their exhibits.
5. KTPL will exercise the same care for loaned objects as it does for its own collections and will not be responsible for loaned objects beyond the normal precautions in place for the preservation of its own collections.

**Related Documents:**

Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries

*Public Libraries Act (PLA), R.S.O. 1990, c. P.44*

*Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.56*

*OP- 03 Collection Policy*

*OP- 12 Code of Conduct*

*OP-13 Accessibility*

FN - 01 - Vision Statement

FN - 02 - Mission Statement

FN - 03 - Statement of Values

FN - 04 - Intellectual Freedom

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