POL-PUB.2018.67	Title: *Dissemination of Information to BMPL Users*
Type:	BMPL User Services
Authority:	CEO
Resolution No:	BMPL 2018-105 on 5-17-18; POL-PUB.2018.67
Associated Documents:	
Original Approval:	5-17-2018
Amended On:	5-19-2022
Reviewed On:	

PUB.2018.67.1   Acceptance of Policies Upon Card Receipt

At the time of application for a library card, all members shall be directed to the website for copies of the BMPL User Policies.

PUB.2018.67.2   Internet Policy Acceptance

1. Internet policies shall be posted within each building.
2. Regardless of using a library PC, museum research station, or the Wi-Fi, all BMPL users agree to acceptable use according to the policy.

PUB.2018.67.3   Signage

1. The outdoor sign at the front of the Library shall be used only to advertise library sponsored events.
2. One designated bulletin board shall be available for non-profit community groups.
    2.1. All notices must be approved by the CEO or designate prior to posting.
    2.2. All inappropriate notices shall be removed.

PUB.2018.67.4   BMPL User Notices

1. The BMPL uses the following means of notification to BMPL users:
    1.1. Direct E-mail for confidential messages (e.g. late notice of item due, reminder of materials due, fines, suspended accounts, holds);
    1.2. Group E-mail (e.g. reminder of a program registration);
    1.3. Telephone and/or Text message for late or near due materials, holds, or other account information — BMPL is not responsible for any fees associated with the BMPL user's receipt of such messages;
2. Any group e-mail correspondence shall utilize a bcc for confidentiality and privacy of receiver contact when more than one receiver is included.

PUB.2018.67.5   Subscribed E-Communications

1. As a cost saving technique and as a convenience for our BMPL users and community at large, BMPL participates in e-communications whenever possible. It is our qualified opinion that our broadcasts and e-communications meet all Canadian Anti-Spam Legislation as all receivers subscribe to the service and have the opportunity to unsubscribe.
2. BMPL uses the following types of subscribed e-communications:
    2.1. E-Newsletters and blogs;

2.2. Social Media posts and messages; and

2.3. Webpage updates;

3. Any individual may subscribe to social media or e-newsletters / blogs.
4. Any individual may request to unsubscribe or be removed from individual lists, at which time the software utilized shall immediately remove that person from the list.
5. Wherever possible, the subscription lists shall be used for communication so that the receiver may unsubscribe and opt out of future correspondence.

PUB.2018.67.6   Publishing on E-Communication and Social Media Accounts

Sites should be used to provide information pertaining to the programs and services of the BMPL that would be of interest to the community. This may include:

1. Opportunities such as positions or Trustee openings;
2. Announcement of programs and services;
3. Emergency announcements such as closures or other community broadcasts;
4. Readers' Advisory;
5. Fundraising information; and
6. General library, museum, gallery or archive updates.