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**Responsible Officer:** Policy Coordinator

**Document:**

TITLE:	Display of Community Notices, Community Displays & Exhibitions and Hosting of Petitions in Council Libraries
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### OBJECTIVE

1. To reserve Library notice boards for Community, Government, Council and Library posters, notices and announcements which are relevant to the community's cultural, educational, recreational, sporting and informational needs.
2. To establish clear guidelines regarding the deposit in Libraries of petitions which solicit signatures from members of the community.
3. To provide space in Cessnock and Kurri Kurri Libraries for community displays and exhibitions.

### POLICY

## Statement

### ***Notice Boards and Petitions***

1. Posters, notices, brochures and fliers submitted to Cessnock City Library for display in Library buildings be accepted or rejected according to the following guidelines:
  - 1.1 To be accepted:
    - Notices from local community groups.
    - Notices from local non-profit groups.
    - Notices or posters from government departments and government sponsored bodies.
    - Notices which promote Council and its activities.
    - Posters from Public or State Libraries.
    - Announcements of cultural, educational, recreational and sporting activities.
    - Announcements of charity events.
  - 1.2 To be rejected, unless otherwise approved by Council:
    - Announcements of events and activities by individuals or enterprises for the purposes of profit (i.e. advertising for purely commercial enterprises) which do not comply with the objectives of this policy. The only exception to this rule is items considered by Library staff to be of community benefit, eg childcare, tutoring, concerts, public seminars.
    - Announcements by any Federal, State or Local political group or cause (the Library may not be seen as supporting a particular group).
    - Notices that are not physically suitable for display in the space available.
    - Notices which breach State or Federal legislation relating to discrimination, racial vilification, offensive behaviour, defamation and elections.
    - Petitions (nor can petitions be taken around inside the Libraries seeking signatures).
2. Notices can be displayed for up to one (1) month, however, a year's calendar may stay on display until the last activity displayed on it has taken place. When the notice is removed, if it is not collected by a nominated person, it will become the property of the Library and be disposed of appropriately.
3. If notices do not have dates of events on them, the date due stamp may be used to give the notice a date upon which it will be removed from the notice board.
4. Notices should not be attached to doors/windows/walls/counter-tops and fronts.
5. Information relating to local community services/events has priority.
6. No material is to be placed on notice boards without the prior approval of Library Staff and only to the extent that items are in accordance with this Policy. The final decision on the suitability of items for display will be at the discretion of the Cultural Services Manager and, in the instance of uncertainty, the Director Strategic and Community Services.
7. Material is accepted for display on the basis of space available on the notice board. Library staff do not necessarily endorse or support the content of any item displayed, or the group organising any event or activity.

### ***Displays and Exhibitions***

1. Cessnock City Library provides space at Cessnock and Kurri Kurri Libraries for displays and exhibitions. A calendar for each year is prepared which seeks to provide a program of displays and exhibitions covering a range of subjects and themes deemed to be of interest to the community.

Displays and exhibitions can be provided by Library staff from the Library's resources or from material supplied by external agencies, or from community groups.

2. Community groups are encouraged to make bookings for displays and exhibitions which present information on their activities. Bookings can be made to present a display for up to four (4) weeks and will be accepted according to time and space available on the Library's display and exhibition calendar. A Library Foyer Booking Sheet must be completed by any group making a booking for display space.
3. It is the responsibility of the group to provide the material, erect the display and remove the display by the agreed date. Failure to remove the display may result in the material being removed by Library Staff, with no liability being incurred by Council for any damage which may result.
4. Displays and exhibitions which promote a particular political group or cause or which breach State or Federal Legislation relating to discrimination, racial vilification, offensive behaviour, defamation and elections, will not be permitted unless otherwise approved by Council.
5. Displays and exhibitions which promote a particular commercial activity or business enterprise will not be permitted, except when that activity of enterprise coincides with the particular theme of a display or event and participation or sponsorship of that display or event is encouraged by Library Staff.
6. Displays or exhibitions of work by an individual artist or group of artists will be permitted if time and space is available and is not required for use by a community group of the Library. The Library will not sell works from these displays but will direct enquiries about purchase of items to a contact name or number.