

---

# Cessnock City Council

## Display of Community Notices, Community Displays & Exhibitions and Hosting of Petitions in Council Libraries Procedure

Date: 20/9/2023

---

### 1. PROCEDURE OBJECTIVES

The objectives of this procedure are to:

- 1.1 Provide an effective, accountable and transparent framework for decision-making with respect to the reserve of Cessnock City Library (Libraries) notice boards, display and exhibition facilities for Items.
- 1.2 Provide guidelines regarding the deposit in Libraries of petitions which solicit signatures from members of the community.
- 1.3 Provide guidelines for use and reserve of the Libraries display and exhibition facilities.

### 2. PROCEDURE SCOPE

2.1 This procedure applies to:

- 2.1.1. Anyone wishing to use the Libraries notice boards, display and exhibition facilities and deposit of petitions, and
- 2.1.2. Council staff responsible for implementing this procedure.

### 3. GUIDELINES FOR DISPLAY AND EXHIBITION

Items submitted for display or exhibition in any Library building or facility are accepted or rejected according to the guidelines below.

#### **Notice boards**

3.1. Items eligible for acceptance are:

- 3.1.1. from local community groups;
- 3.1.2. from local not for profit groups;
- 3.1.3. from government departments and government sponsored bodies;
- 3.1.4. Items which promote Council and its activities;
- 3.1.5. from Public or State Libraries;
- 3.1.6. Items that announce cultural, educational, recreational, sporting and community informational activities; or
- 3.1.7. Items that announce charity events.

### 3.2. Items to be rejected are:

- 3.2.1. Items that announce 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 intent of this procedure. The exception to this is Items considered to be of community benefit, e.g. childcare, tutoring, concerts, and public seminars and will be determined by the Library Services Co-ordinator;
- 3.2.2. Items by any Federal, State or Local political group or cause where the Library may be seen as supporting a particular political group;
- 3.2.3. Items that are not physically suitable for display in the space available; or
- 3.2.4. Items which breach State or Federal legislation relating to discrimination, racial vilification, offensive behaviour and defamation.

3.3. No Item is to be placed in the Library without prior approval and only to the extent that Items are in accordance with this procedure. Anyone wishing to use the Libraries notice boards must seek authorisation from Library Staff.

3.4. Items can be displayed for up to one (1) month, however, depending on the space available, a year's calendar may stay on display until the last activity has taken place.

3.5. When the Item is removed, if it is not collected by the applicant or their nominated person within five (5) working days of the display ending, it will become the property of the Library and be disposed of.

3.6. If Items do not have dates of events on them, the date due stamp may be used as the date upon which it will be removed from the notice board.

3.7. Information relating to local community services/events has priority.

3.8. Granting of permission to display Items does not imply Council endorsement of content; nor will the Council accept responsibility for the accuracy or inaccuracy of statements made in such materials.

3.9. Items shall not be attached to doors/windows/walls/counter-tops and fronts.

### ***Petitions***

3.10. Petitions cannot be left at Libraries nor taken around inside the Libraries seeking signatures unless approved by resolution of the Council.

### **3.11 Displays and exhibitions**

- 3.11.1 Applications for the display and exhibition of artworks and artefacts must be in writing using the form Application for Display and Exhibition at Cessnock City Library and returned to the Library or emailed to [library@cessnock.nsw.gov.au](mailto:library@cessnock.nsw.gov.au).
- 3.11.2 Applications will be considered by Library Services Co-ordinator in accordance with this procedure and the applicant will be notified of the outcome in writing within 10 working days.
- 3.11.3 Community groups are encouraged to make bookings for displays and exhibitions which present information on their activities. Application for bookings can be made to present a display for up to four weeks and will be accepted according to time and space available on the Library's display and exhibition calendar.
- 3.11.4 Displays and exhibitions which promote a particular commercial activity or business enterprise will not be permitted, except where that activity or

enterprise coincides with the particular theme of the community display or sponsorship of that display.

- 3.11.5 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. The Library will not sell works from these displays but will direct enquiries about purchase of Items to a contact name or number.

## 4. ROLES AND RESPONSIBILITIES

### ***Library Customer Service***

- 4.1. Provide administration assistance with the lodgement of Items, display and exhibition requests.
- 4.2. Perform functions as outlined in this procedure and the Standard Operating Procedure Hanging Exhibitions and Artwork.

### **4.3 Library Services Co-ordinator**

- 4.3.1 Determine Items considered to be of community benefit that announce 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 intent of this procedure.

### **4.4 Community and Cultural Development Manager**

- 4.4.1 Assess and determine suitability of Items in accordance with this procedure where the Library Services Co-ordinator cannot do so.

### **4.5 Director Corporate and Community Services**

- 4.5.1 Where uncertainty remains, the final decision on the suitability of Items for display will be at the discretion of the Director Corporate and Community Services.

### **4.6 Applicants**

- 4.6.1 It is the responsibility of the Applicant to provide Items and remove them from the Library by the agreed date. Failure to remove including any display or exhibition will result in the material being removed by Library Staff and disposed, with no liability being incurred by Council for any damage or loss which may result.
- 4.6.2 Applicants once selected for display and exhibition are required to sign the Display and Exhibition Agreement which releases the Library from any responsibility for display and exhibition Items. The Display and Exhibition Agreement must be completed and signed by the Applicant or a nominated representative from the group making the booking.

### **4.7 Records Management**

- 4.7.1 Staff must maintain all records relevant to administering this procedure in accordance with Council's Records Management Policy.

### **4.8 Complaints Management**

- 4.8.1 Any complaints under this procedure will be managed in accordance with Council's Complaint Handling Policy.

## 5. PROCEDURE DEFINITIONS

<b>Applicant</b>	means person or organisation making application for display or exhibition
<b>Council</b>	means Cessnock City Council
<b>Libraries Library</b>	means any or all of Cessnock City Libraries including Cessnock Library Branch and Kurri Kurri Library Branch
<b>Items</b>	means posters, notices, brochures, fliers, artworks and artefacts

## 6. PROCEDURE ADMINISTRATION

<b>Business Group</b>	Corporate and Community Services
<b>Responsible Officer</b>	Library Services Co-ordinator
<b>PROCEDURE Review Date</b>	Three years from date of adoption unless legislated otherwise
<b>File Number / Document Number</b>	DOC2020/061758
<b>Relevant Legislation (reference specific sections)</b>	<i>Anti-Discrimination Act 1977 (NSW), Section 20B</i>
<b>Relevant desired outcome or objectives</b>	A connected, safe and creative community Objective 1.1 Promoting social connections
<b>Related Policies / Protocols / Procedures</b>	<ul style="list-style-type: none"> <li>Records Management Policy (DOC2019/038769)</li> <li>Complaint Handling Policy (DOC2018/048382)</li> <li>Display and Exhibition Agreement (DOC2020/061762)</li> <li>Standard Operating Procedure Hanging Exhibitions and Artwork (DOC2020/048220)</li> </ul>

## 7. PROCEDURE AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)
1	Determination of Items considered to be of community benefit that announce 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 intent of this .	Library Services Co-ordinator
2	Assessment of suitability for Items submitted for display where the Library Services Co-ordinator is unable to do so	Community and Cultural Development Manager
3	Determine instances of uncertainty for the suitability of Items for display	Director Corporate and Community Services

## 8. PROCEDURE HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	5 April 2000 DS&CS 55/2000-146	New policy adopted – Policy Number 26.1
2	18 September 2013 PM91/2013-581	Periodic review
3	16 September 2020 CC86/2020	Periodic review with amendments adopted
4	20 September 2023	Council revoked the Display of Community Notices, Community Displays & Exhibitions and Hosting of Petitions in Council Libraries Policy (Policy 26.1), now Procedure.