

1.0 INTENT

To define the conditions relating to groups/individuals displaying information/materials in the Library's display spaces.

2.0 SCOPE

This policy applies to all groups/individuals wishing to display items/materials in the Bundaberg Regional Library Service's community display spaces.

3.0 POLICY OBJECTIVES

The objectives of this policy are:

- a) to ensure groups/individuals have fair access to the display spaces;
- b) to ensure displays are appropriate to the Library's patronage.

4.0 POLICY

Display spaces are available in the Library for community/art/craft groups or individuals (in some cases) wishing to highlight their events and achievements, etc. All notices are placed at the discretion of Bundaberg Regional Library Service. Bundaberg Regional Library Service also reserves to the right to dismantle or remove displays/posters/pamphlets, etc.

4.1 Display spaces available by booking

Some display spaces are only available by booking in advance.

4.1.1 Display cabinet

The Library's display cabinet is a lit, lockable, glass-fronted and glass-shelved cabinet.

4.1.2 Large pinboard

A large surface for displaying posters, etc.

4.1.3 Bookings

- Bookings are essential. Groups/individuals will need to book well in advance as the display spaces are in high demand.
- Bookings are for a two-week period.
- Bookings may be made in person or by phone or email.

4.1.4 Set up of displays

Displays must be set up on the first Monday of the display before the Library opens. Groups/individuals will not be permitted to set up their displays during the Library's opening hours as this is a safety issue.

4.1.5 Dismantling of displays

Displays must be dismantled on the last Friday of the display before the Library opens. Groups/individuals will not be permitted to dismantle their display during the Library's opening hours.

4.1.6 Per year display limits

Groups/individuals will be permitted to utilise either of the display spaces once per year, as the spaces are in high demand.

4.1.7 Unsuitable displays

- Businesses, for-profit organisations, and the like, are not permitted to display in the Library's display spaces.
- Displays which would be reasonably regarded as obscene, offensive, or illegal are not permitted in the Library's display areas.

4.2 Display spaces available without booking

4.2.1 Community Noticeboard

- This noticeboard is for community groups/organisations only.
- Community groups and organisations are welcome to display posters (no bigger than A3 size) on the Library's community noticeboard.
- Persons wishing to have notices placed on this board must see Library staff at the counter.
- Persons are not permitted to place notices on the noticeboard without first checking with Library staff.
- Notices selling or promoting a business, product, service, or item, are not permitted to be displayed on the noticeboard.
- Notices which could be reasonably regarded as obscene, offensive, or illegal are not permitted to be displayed on the noticeboard.

4.2.2 Information centre

- The information centre is for community groups/organisations only.
- Community groups and organisations are welcome to deposit pamphlets in the information centre for members of the public to take.
- Persons wishing to have pamphlets placed in the information centre must see Library staff at the counter.
- Persons are not permitted to place pamphlets in the information centre without first checking with Library staff.

4.2.3 Time limits for display of notices

- Notices/pamphlets displayed on the noticeboard or in the information centre will be removed if:
- a period of two months has passed since they were first placed; or
- the event, etc, it is promoting has passed; or

- space is needed for newer notices/pamphlets.

5.0 CONTROLS

Not applicable.

6.0 EFFECTIVE FROM

The Bundaberg Regional Library Service Community Display Spaces Governance Policy was adopted by Bundaberg Regional Council on 8th July 2008 (Item H3).

This Policy is effective from 5th August 2008.

7.0 ASSOCIATED DOCUMENTS

GP-3-053 Bundaberg Regional Library Service Code of Conduct Governance Policy