

Stonnington Library and Information Service

Community Display Policy – December 2016

This policy relates to the display of materials on library premises and on community noticeboards designated for community posters, brochures and pamphlets, in all library branches managed by Stonnington Library and Information Service.

Aims:

- To encourage the use of the library by the whole community including those who do not traditionally use the collection and facilities
- Providing information to the community about community activities
- Promoting interest in a balanced and representational cross-section of public issues
- Highlighting the library collections and services by means of a regular program of issues, theme and format display

Conditions:

Scope

Community noticeboards are for the use of the local community to advise forthcoming meetings, functions etc.

Priority and Approval

- Displays of all kinds should be arranged through, and at the discretion of, the library display officer
- Preference should then be given to local non-profit individuals and groups, especially those local groups which have little access to publicity elsewhere

Endorsement

Display of materials by the library does not necessarily indicate the library's endorsement of the issue or events promoted by those materials

Limitations

The library will refuse to display or distribute:

- Material which contravenes the Equal Opportunity Act 1995
- Discriminatory material which is racist, sexist, homophobic, libellist, defamatory or derogatory to any individual or group
- Material which is offensive in content, presentation, tone, language or image
- Material relating to a particular political organisation, lobby group, pressure group, religious group or tenet, which is not confined to factual information about the group or organisation (eg, meeting times, notices of meetings, information related to membership)
- Electioneering material relating to a particular candidate for election (Local Government, State Government and Federal Government elections)
- Party political propaganda and material that promotes a particular political party
- Personal notices such as lonely hearts, flatmates, trading post items, lost and found
- Commercial notices and advertising of services for sale
- Material larger than A4 size

Categories of materials which may be accepted for display on noticeboards include:

- Library notices related to services, activities, resources or events

- Council information - public notices, immunisation schedules, programs and activities conducted by Council departments
- Arts and cultural events and activities - concerts, film festivals, art exhibitions, competitions
- Educational information - public lectures, adult education classes, courses at tertiary institutions and schools, workshops
- Leisure and recreational information - clubs, outdoor activities and classes
- Community information - events of local interest
- Factual information relating to a particular political organisation, lobby group, pressure group, religious group or tenet (eg, meeting times, notices of meetings, information related to membership)

Due to space restrictions, priority will always be given to organisations and events that operate in the Stonnington area and to Council information.

Clarification and Notes

Some items offered for display fall into grey areas. Controversial cases will be referred to senior management for decision.

Display Facilities:

For displays that address the above objectives and conditions, the library undertakes to provide the following:

Community Noticeboards

There is a community noticeboard at each branch library.

Responsibility

In accordance with the draft local laws, all notices for display must be cleared by the nominated display officer, with the final decision the responsibility of the Library Coordinator.

Procedure

- All items submitted for display on the Community Noticeboard must be checked by the Library service's nominated officer.
- Once items are accepted for display they should be stamped and dated with the SLIS stamp.
- Items are displayed in order of receipt, space and time limitations. Due to space constraints, posters/notices will not be accepted if they are larger than A4.
- Noticeboards should be updated regularly (minimum of once a fortnight).

Petitions and Surveys:

- **Petitions**

Petitions generally will not be accepted or allowed. Complaints will be referred to senior management and, if considered necessary, to Council for decision. Petitions which have received approval by Council will be displayed in the libraries. However, library staff will not actively encourage users to sign petitions unless so directed by senior management and Council.

- **Surveys**

Surveys of a commercial nature will not be approved to be carried out in the library. Non-library surveys must be referred to senior management in the first instance for approval.

A copy of the survey results is to be provided to the library for the collection.

Local Government:

- Stonnington local government materials and/or publications will be given preference on community noticeboards and foyer leaflet stands.
- The library must make available, free of charge, appropriate space within the libraries for the promotion of special events by the Council.
- Provision for display of local government materials and/or publications will be made at circulation desks *provided there is sufficient available space*.
- Space at library circulation desks is reserved for library and Stonnington Council materials, but preference will always be given to Stonnington Library and Information Service materials. It should be noted that the Stonnington History Centre is part of Stonnington Library and Information Service.