



Library Community Information Display Policy

Adoption Date:	15 July 2010
Last Reviewed:	21 June 2019
Next Review Date:	21 June 2021
Division/Department:	Community Services/Woollahra Libraries
Responsible Officer:	Manager – Woollahra Libraries
HPE CM Record Number:	17/171440

1 Policy Statement

This policy provides library staff, community organisations and community members with a clear understanding of the role of the library regarding the display of community information.

2 Application

The aim of this policy is to set out the conditions under which notices and leaflets will be displayed in the Woollahra Libraries.

3 Definitions

Term	Meaning
Local	Woollahra Local Government Area and bordering municipalities
Education	Broadly defined as encompassing any information about courses, notice of lectures, cultural exhibitions, meetings, seminars, study and craft weekends etc.

4 Community Strategic Plan, Delivery Program and Operational Plan

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2030 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

Theme: Community well-being

Goal 1: A connected, harmonious and engaged community for all ages and abilities

Strategy 1.2: Keep the community engaged and informed

5 Our Policy

This policy provides library staff, community organisations and community members with a clear understanding of the role of the library regarding the display of community information.

The following lists the order of priority according to space provision:

- 1 Woollahra Libraries events and programs.
- 2 Woollahra Council events, meetings, committees, community services notices and any other Council information.
- 3 Not-for-Profit events, activities and services provided by not-for-profit or government organisations and community groups. Preference is given to those that are:
 - Local events, activities and services;

- Educational events, activities and services; or
 - Cultural events including shows, films and other “What’s On” activities.
- 4 Other profit based organisations and initiatives may be considered depending on the type of activity. Preference is given to those that are:
- Local events, activities and services;
 - Educational events, activities and services; or
 - Cultural events including shows, films and other “What’s On” activities.

Conditions of Display

- Individuals and organisations must ask permission to have a notice or leaflet displayed. The final decision on display is up to designated library staff or the Customer Service Senior Library Officers at each Library.
- Notices of political meetings (Local, State or Federal) may be accepted and displayed if relevant to local residents but no promotional or ‘how to vote’ signage will be displayed.
- Notices that will not be displayed include petitions, personal notices such as lost animals, accommodation or “for sale” notices.
- The information displayed must not:
 - involve any illegal activity;
 - discriminate on the basis of sex, age, pregnancy, race, or political or religious beliefs unless covered by an exception or exemption under relevant legislation; or
 - be for the sole promotion of a political or religious organisation.
- Any display of community information by Council on behalf of an external organisation is not an endorsement by Council for the information, organisation or associated activity.

6 Maintenance Conditions

Library leaflet display areas and noticeboards are maintained by the Customer Services Team at Woollahra Library at Double Bay, Paddington and Watsons Bay Libraries. They are monitored and updated regularly.

- 6.1 All display material is to go to the Customer Service Senior Library Officer at each Library. They will decide, according to the order of priority listed in the ‘Library Policy for Displaying Information’, which material to display.
- 6.2 The Customer Service Senior Library Officers are to initial and date any material that is put on noticeboards.
- 6.3 Noticeboards are to be refreshed regularly and old material taken down.

This Policy will be reviewed every two years or as required in the event of legislative changes. This Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy.

Any amendment to this Policy must be by way of the approval of the General Manager.

Policy Amendments

Date	Responsible Officer	Description
21 June 2019	Corinna Pierce	Ch.5 Conditions of Display updated. Ch. 6 Maintenance Conditions clarified.