

BACKGROUND

This policy has been developed in order to recognise that Council's libraries are ideal facilities in which to display matters of community interest.

Within limitations imposed by this Policy, Council will make its library facilities available for community displays, notifications and exhibitions.

OBJECTIVE

The objective of this policy is to establish guidelines for the use of library display facilities by community and other groups.

POLICY STATEMENT

This policy aims to provide the community with temporary space for displays, exhibits and bulletin boards to provide the opportunity to raise awareness of community groups and events.

STATEMENT OF PROCEDURES

Prior to installing an exhibit each exhibitor will be required to assess the suitability or otherwise of the facility including:

- Steps to maintain public and Council employee safety; and
- The level of security afforded by the facility for each exhibit during and outside of operating hours.

Each exhibitor is responsible for providing for all non-permanent display requirements.

Displays should reflect community expectations and be in line with Wollongong City Council values. The suitability or otherwise of a display will be assessed at the discretion of the Library Manager or Facilities Operations Manager/Library Co-ordinator or designated council officer.

The Library retains the right to accept or reject a request to exhibit and to determine the suitability of any proposed material to be displayed in the library. The Manager Library and Community Services reserves the right to rearrange or request removal of exhibitions if necessary.

Acceptable exhibits include:

- Notices from local community and non-profit groups;
- Notices or policies from government departments and government sponsored bodies;
- Notices which promote Council and its activities;
- Exhibitions which highlight current issues and events of public interest;
- Exhibitions of high quality original art, crafts, photographs or writings;
- Exhibitions which explain the activities of, or issues of interest to local organisations, educational, recreational, cultural or intellectual organisations;
- Displays of interesting collections or hobbies of local residents;
- Displays should appeal to the broad group of people that make up the library public which includes all age groups; and
- Exhibitors may staff exhibitions however library customers must not be subjected to confrontational campaigning, or be approached to sign petitions or make donations.

Unacceptable exhibits include:

- Material that is primarily commercial. Some exceptions may be granted e.g. material advertising the availability of English lessons for new migrants or material of cultural or social benefit to the greater community, as space allows.
- Material that is of a political or religious nature.
- Petitions, surveys or questionnaires, unless sanctioned by Wollongong City Council.
- Requests for donations.
- Material that is illegal or offensive to public taste and decency.
- Notices or exhibitions which breach State or Federal legislation relating to discrimination, racial vilification, offensive behaviour or defamation.

Exhibitors will comply with all aspects of the relevant branch or facility conditions of use.

Disclaimer

- A notice may be exhibited in all libraries stating “The views expressed in any display, poster or leaflet on Library premises do not necessarily reflect those of Wollongong City Council, nor does the Council endorse any goods or services advertised”.
- The Library makes no representation as to the accuracy of information displayed.
- Exhibitors should note that the library display areas are public places and there are periods when there will be minimal or no supervision by Council employees. The Library offers no guarantee as to security of the exhibit.
- These criteria may be altered or developed according to the needs of the Library and are subject to the interpretation of Library staff.
- Wollongong City Council does not accept care, custody or control for the exhibits.

Related documents

Community Facilities and Libraries exhibition and display guidelines (Z11/92319)
Wollongong City Library community exhibition guidelines (Z12/45687)

SUMMARY SHEET

Responsible Division	Library and Community Services
Date adopted by Council	17 July 2017 (formerly Council Policy)
Date of previous adoptions	14 May 2013 (EMC), 28 November 2005
Date of next review	July 2021
Responsible Manager	Manager Library and Community Services
Authorised by	Director Corporate and Community Services