

Melbourne Library Service

Community Notice Board and Display Facilities Policy

Policy Owner	Information & Education Support Services Team Leader / Library Operations Team Leader
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1. Purpose

This Policy sets out acceptable use of public notice boards and display facilities within the libraries to ensure that they operate efficiently and effectively for the benefit of all people.

2. Definitions

- *City of Melbourne* means Melbourne City Council
- *Library* means a Library belonging to, or under the control or management of, Council and includes the buildings, rooms, offices, passageways, staircases, foyers, meeting rooms, adjacent entrances and sanitary facilities and includes the City, East Melbourne and North Melbourne Libraries and library facilities at Docklands Hub
- *User* means any person, whether or not a member, who visits a Library for the purpose of using any Library resources and/or facilities
- *Member* means any user who has fulfilled the requirements for membership of the Library and has a current membership card
- *Authorised Staff Member* means any person officially employed by Council in the Library.

3. Scope

Melbourne Library Service provides public notice boards, display cabinets and space for exhibitions and pre-prepared displays at each branch. These facilities are available for free use by community organisations and groups to advertise activities of a cultural, educational and recreational nature and to provide information about Local, State and Commonwealth Government services.

4. Melbourne Library Service Branches

- City Library, 253 Flinders Lane, Melbourne 3000
- East Melbourne Library, 122 George Street, East Melbourne 3002
- North Melbourne Library, 66 Errol Street, North Melbourne 3051

5. Application

This Policy applies to the City, East Melbourne and North Melbourne Libraries. The Policy does not relate to the use of the Gallery at the City Library.

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6. Policy

Melbourne Library Service reserves the right to accept or reject applications for notices to be included on library notice boards, based on available space, community interest and the principles provide below. It is the policy of the City of Melbourne that the use of public notice boards and display facilities within the libraries must comply with the following:

- All material displayed must comply with State and Federal legislation;
- Items of a discriminatory or offensive nature and on controversial topics of a political, religious or moral nature are excluded from notice boards and display facilities.
- Items of a political nature representing specific candidates or political affiliations relating to local, state or federal elections are excluded from notice boards and display facilities;
- Notices and displays of a commercial nature including include fee-paying services and personal classified advertisements are excluded;
- Petitions may not be displayed;
- The inclusion of notices in relevant community languages is encouraged. An English translation, written or verbal, of material in languages other than English must be provided.
- Notices must contain clear details of the issuing organisation or community group.
- Preference will be given to local organisations and community groups as well as programs, services and events provided, sponsored or supported by the City of Melbourne.
- At a minimum, notices, pamphlets and posters without a specific event date or end date will be cleared at the end of each calendar month. Depending on demand for space, clearing of notice boards may take place more frequently.

Items for inclusion on notice boards will be assessed according to the guidelines of this Policy.

Melbourne Library Service will retain the authority to reject any display or notice, or once a display has been set up, remove parts which are assessed as inappropriate. The libraries have limited display space and will not display materials or notices for extended periods of time.

If there is any concern about whether any notice falls outside the policy guidelines it should be referred to the Library Services Coordinator or another member of the Library Management Team (LMT).

Requests for use of display cases and/or display space must be in writing on the attached **Application to Use Display Facilities** form.

Melbourne Library Service will not be held responsible for any loss or damage caused whilst items are on display in Library premises.

7. Responsibilities

Items will be assessed for suitability by relevant staff responsible for maintaining noticeboards and display facilities at each library. Items which are unclear and require further consideration will be referred to the service point team leader with the final decision made by the Library Services Coordinator.

8. References

Library Use Policy

State and Commonwealth Government Privacy legislation?

Melbourne Library Service

APPLICATION TO USE DISPLAY FACILITIES

Location of display (tick relevant box)

City Library

East Melbourne

North Melbourne

Name of Organisation.....

Address.....

.....

Contact Name.....

Telephone Number.....

Email Address.....

Brief description of display topic.....

.....

Display size/requirements (*eg what display boards will be provided or are required?*)

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Melbourne Library Service

Length of period/dates of display.....

I acknowledge that the City of Melbourne will not be held responsible for any loss or damage caused whilst items are on display in Library premises.

Signed.....Date.....

Office Use Only

(a) *Display Approved*

(b) *Display not approved*

Reason/s for non-approval

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.....
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Date letter sent.....

Name of Officer.....