

1040 Whitehorse Road, Box Hill, 3128
(PH) 9896 4333 (Fax) 9896 4348
www.wml.vic.gov.au

Community Noticeboards and Display Space Policy

Policy Number	POL/18/34[v2]
Effective date	May 2019
Last reviewed	September 2022
Next Review	As required
Responsibility	Manager Corporate Services

General

This policy applies to all display areas and other spaces managed by the Whitehorse Manningham Regional Library Corporation, its agencies and staff. It applies to all displays and associated material – fixed or travelling – and in any format.

Display material should generally relate to locally based organisations, services and programmes, available to residents of the cities of Whitehorse and Manningham. Preference will be given to notices and display material originating from, and of particular relevance or interest to the local community.

The purpose of this Policy is to ensure:

- Community information is promoted within the Library Service.
- Active use of the library's facilities as an exhibition area for local community based organisations.
- The promotion of cultural and educational activities in the local community.
- A balanced and representational cross-section of community activities and interests is maintained.

Material

Categories of material which may be accepted for display include material relating to:

- **Cultural Events and Activities**
 - Concerts, film festivals, art exhibitions, competitions and promotions
- **Educational**
 - Public lectures, adult education classes run by not for profit organisations, courses at tertiary institutions and schools, workshops
- **Recreational**
 - Tours, clubs, outdoor activities and classes
- **Council Information**
 - Any official publications provided by member Councils
 - Events supported or sponsored by Council
- **Community Information**
 - Events of local interest

Categories of material that should not be accepted for display include:

- Petitions
- Items of a purely commercial nature e.g. business groups or individuals advertising goods or services for sale
- Material relating to a particular political party, activist group, religious group or education institution which is not confined to factual information about the group or organisation (e.g. meeting times, membership criteria)
- Material that is racist, ageist, sexist, homophobic, libellous or derogatory to any individual or group
- Material which is offensive (according to prevailing community standards) in context, presentation, tone or language
- Notices such as personals, flatmates, trading post items, lost and found
- Material that is in breach of any Federal, State or Local Laws

Procedure

All notices must be approved by the Chief Executive Officer or by delegation to a nominated Corporation officer.

Any notices may be displayed or removed only by a nominated officer. Priorities for use of library space will be determined by the Corporation.

No individual may place material or display material within the library without approval from an authorised Corporation officer.

Space for notices is limited and there is no guarantee that flyers can be displayed. Notices should be no larger than A4; with DL or A5 preferred.

Bookings must be made for display cases at Nunawading library. Indemnity forms must be filled in at the time of booking these display cases. Those having displays approved for booked display cabinets must arrange and remove these displays themselves.

The period of time for display of material (other than that displayed in booked display cases) is at the discretion of the Corporation.

Responsibility

Any material approved for display is at the discretion of the Chief Executive Officer or nominated officer.

Display of any item does not indicate that the Whitehorse Manningham Regional Library Corporation endorses the content of any item, given that it conforms to this policy.

While due care is taken, items placed in the booked display cabinets are displayed at the owner's risk.

Complaints about the content of any displayed item should be directed in writing to the Chief Executive Officer, Whitehorse Manningham Regional Library Corporation.

Review

This policy will be reviewed and updated as necessary.