1. POLICY STATEMENT
Townsville City Council is committed to providing space in its CityLibraries to showcase displays of community interest.

2. PRINCIPLES
The council will provide equitable and managed access for community groups and council departments to mount appropriate displays in the CityLibraries.

3. SCOPE
This policy provides guidelines in mounting appropriate displays in CityLibraries’ branches by community groups and the council.

4. RESPONSIBILITY
The Team Manager, Libraries is responsible for approval to mount displays and has complete discretion as to whether or not particular material is suitable for display, and may withhold for any lawful reason approval to display material.
Day-to-day administration of this administrative directive is the responsibility of the Coordinator Learning and Information Services
The Team Manager, Libraries is responsible for the review of this administrative directive and associated procedures.

5. DEFINITIONS
Appropriate displays – means those defined as having significant public benefit or requiring public comment.

Community Groups – means the sporting clubs, hobby and craft groups, self-help and community organisations, non-profit organisations and for-profit organisations if the display is related to community consultation or reporting on matters of interest and importance to the community.

Display Space – means the area as outlined in the appendices General Guidelines and Specifications attached to this policy.
6. **POLICY**

Public space is provided in each CityLibraries branch for community displays. Appropriate displays include those mounted by community groups:

Any transaction occurring between council’s transactional bank account and at call cash deposit accounts will require approval from an authorised account signatory.

To be eligible for display within council public areas, any display must have significant public benefit or require public comment. Displays must be apolitical and appropriate to display to the general public including children.

The following criteria are applied in deciding whether to accept displays.

The content should reflect the interests of the general community, particularly in providing:

- informal education and self-development
- creative and practical information
- entertainment and leisure
- general knowledge

As the aim of the CityLibraries is to provide information without pressure or coercion, council reserves the right to exclude material for any lawful reason, including for example that the material displayed may be considered inflammatory, offensive, or commercial, or which may be intended to promote a particular viewpoint as superior to others.

Clubs and organisations may conduct information sessions or a launch in conjunction with their display. Subject to availability, a CityLibraries meeting room or other spaces may be booked during the period of the display to conduct activities and demonstrations.

7. **LEGAL PARAMETERS**

*Local Government Act 2009*

8. **ASSOCIATED DOCUMENTS**

Guidelines and Procedures for Library Displays
APPENDIX A

GENERAL GUIDELINES

1. The floor space, display board type, space and furniture/fixtures available in each library are fixed and non-negotiable.

2. Displays are usually mounted for up to one month.

3. CitiLibraries staff will not generally be able to assist with the setting up and packing away of displays, although they may be able to help with the construction and dismantling of library display boards and the provision of directions and advice.

4. To adhere to Workplace Health and Safety regulations, only display boards and furniture provided by CityLibraries may be used. If groups have a special or unique display system that needs to be used, four weeks prior notice needs to be given when booking, as the Library must approve them.

5. Velcro must be used for attaching displays to the frontrunner display boards at all CityLibraries branches.

6. Perspex pamphlet holders are available on request.

7. No handwritten signage is permitted. Groups are encouraged to use a uniform font and pitch in any notations attached to their displays (e.g. Arial (or equivalent) font in 14 or 16 pitch can be read easily and is generally available on software programs).

8. A banner giving the public a clear idea of the display purpose e.g. Seniors Week, is recommended.

9. Maintenance of displays, such as restocking pamphlet boxes, is the sole responsibility of the group. Displays requiring maintenance by library staff will not be accepted.
APPENDIX B

SPECIFICATIONS

CITYLIBRARIES AITKENVALE

Display area 1 consists of:
- Two locked display cabinets separated by a pin-board and a narrow table. Each cabinet has two adjustable glass shelves and down lights.
  
  Cabinet dimensions are:
  - Width 1020mm
  - Height 1090mm
  - Depth 520mm

Display area 2 consists of:
- A display board in the children's area suitable for appropriate displays

Display area 3 consists of:
- Large wall space with a picture hanging rail suitable for art displays.

Display area 4 consists of:
- Display boards and tables suitable for displays of posters and leaflets or brochures.

Display area 5 consists of:
- Pamphlet area which provides community groups an area for continual display of leaflets and brochures.

CITYLIBRARIES FLINDERS STREET

Display area 1 consists of:
- Two double-sided lockable glass cases with adjustable-height glass shelves.
  
  Cabinet dimensions are:
  - Width 1200mm
  - Height 1900mm
  - Depth 400mm

Display area 2 consists of:
- Large double-sided wall space with frontrunner 7.6m x 2.4m on each side, suitable for velcro attachments. The wall also has a picture rail suitable for hanging framed works.

Display area 3 consists of:
- Two revolving display stands that would hold A4 and DL brochures or flyers. These provide community groups with an area for the continuous display of leaflets and brochures. Content is subject to Library approval.

Display area 4 consists of:
- A multi-screen channel which can electronically display graphics and/or DVDs

Display area 5 consists of:
- Two desk-height frontrunner display boards, 3m x 60 cms suitable for velcro attachments
  
  Dimensions are: 3 m x 60 cms

Display area 6 consists of:
- 1 four panel spyder board suitable for velcro tabs.
  
  Dimensions are: 1 stand x 1.75 m x 2.4 m
CITYLIBRARIES THURINGOWA CENTRAL

Display area 1 consists of:
• Your Space at CityLibraries Thuringowa Central is located in the foyer of the library. The space is set aside for exhibitions approved by Pinnacles Gallery. All inquiries regarding this space need to be directed to Pinnacles Gallery.

Wall Space: 10.6 running metres (made up of one 5.2m wall, one 3m wall, and two 1.2m walls)

Ceiling: Height: 3 metres

Power: No power available

Lighting: Moveable exhibition spotlights are installed along the length of the exhibition space.

Climate Control: A climate of approximately 21 degrees celsius will be maintained during business hours.

Display area 2 consists of:
• A free-standing display board which can be erected in the foyer or in the café area.
  NB. As there is no security in this area all displays are at the group’s own risk.

Display area 3 consists of:
• Three moveable lockable timber display cases that can be positioned in the foyer or in the library.
  Dimensions of case: 1 case – overall dimensions (2120mmx700x200mm) with a display area (1920mmx50mmx20mm)
  2 cases – overall dimensions (2100mmx700mmx200mm) with 3 small display areas each (600mmx700mmx200mm)

Display area 4 consists of:
• A large display case opposite the circulation desk. The case has sliding glass doors and four down lights to museum specifications, and five non-adjustable glass shelves.
  Dimensions of case: overall dimensions (2200mmx600mm) with five glass shelves (1800mmx550mm)

Lighting: conservation lighting

Display area 5 consists of:
• Pamphlet stands. These are located in the café area and can be used by community and government organisations to:
  • display information promoting their organisation; and
  • advertise any forthcoming events/workshops.
• Community newsletters and magazines can be placed in the magazine holder marked community newsletters.

**Display area 6** consists of:

• Four large plasma television screens which can electronically display text, graphics and/or DVDs.
• Materials for this display are to be provided in the form of PowerPoint presentations.

**Display Area 7** consists of:

• Hanging rail and velcro boards in the children’s area of the library.
• As this area is mainly used by young children, all exhibitions mounted in the area must be aimed at children under the age of 12 years.
• As the rail and boards are in the children’s area, they may be used by primary school groups and other playgroups or kindergartens for the display of children’s work.
• All exhibitions must be approved by the Children’s and Youth Services Librarian.

**Wall Space:** Hanging rail: 10 running metres (made up of one wall of 4m and one wall of 6 m) of hanging rail and velcroboard (6 running metres on one wall).

**Ceiling:** Height: 3 metres

**Power:** No power available

**Lighting:** Moveable spotlights are installed along the length of the exhibition space.

**Climate Control:** A climate of approximately 21 degrees celsius will be maintained during business hours.
CITYLIBRARIES – THURINGOWA CENTRAL

NAME OF ORGANISATION: ______________________________________

CONTACT PERSON: ____________________________________________

CONTACT PHONE NUMBER: _____________________________________

PREFERRED DATES: ____________T0 _____________ 1 WEEK/2 WEEKS/1MONTH

SUMMARY TABLE OF YOUR REQUIREMENTS

Tick relevant boxes to select your display area and requirements

<table>
<thead>
<tr>
<th>Area 1 Your Space Foyer</th>
<th>Area 2 Foyer</th>
<th>Area 3 Display cases</th>
<th>Area 4 Glass display case</th>
<th>Area 5 Electronic displays</th>
<th>Area 6 Pamphlet stands</th>
<th>Area 7 Children’s area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please contact Pinnacle Gallery</td>
<td>Display board Perspex pamphlet holder</td>
<td>3 x display cases Perspex pamphlet holder</td>
<td>Large glass display Perspex pamphlet holder case</td>
<td>Electronic display</td>
<td>Pamphlet stands</td>
<td>Wall space Hanging rail</td>
</tr>
</tbody>
</table>

DISCLAIMER

During the period of the display, the Council accepts no responsibility for any loss, damage or expense that may be incurred by any person or organisation from any cause related to or arising out of the display other than the negligent act or omission of the Council, and in consideration of the Council allowing the display to be exhibited the person or organisation responsible for the display shall indemnify and keep indemnified the Council against all and any such loss, damage or expense.

__________________________________     Date      /      /
Signature of organisation representative

___________________________________     Date     /      /
Signature of Library Officer
CITYLIBRARIES - FLINDERS MALL

NAME OF ORGANISATION: ______________________________________

CONTACT PERSON: ____________________________________________

CONTACT PHONE NUMBER: _____________________________________

PREFERRED DATES: ____________T0 _____________ 1 WEEK/2 WEEKS/1MONTH

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Tick relevant boxes to select your display area and requirements

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<tr>
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<th>Area 3</th>
<th>Area 4</th>
<th>Area 5</th>
<th>Area 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glass cabinets 1200x1200x 1900mmx400mm</td>
<td>Display wall 7.6x2.4m</td>
<td>Pamphlet display stands</td>
<td>Electronic display</td>
<td>Desk height display boards 3 m x 60 cms</td>
<td>Spyder display board 1.7 x 2.4m</td>
</tr>
<tr>
<td>2 x large lockable display cases.</td>
<td>Double-sided, front runner covered, brick-red colour</td>
<td>Revolving stands suitable for A4 and DL brochures</td>
<td>Multiscreen</td>
<td>Display boards Brick-red colour</td>
<td>Moveable, free-standing</td>
</tr>
</tbody>
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__________________________________     Date      /      /
Signature of organisation representative

___________________________________     Date     /      /
Signature of Library Administration Officer
CITYLIBRARIES - AITKENVALE

NAME OF ORGANISATION: ______________________________________

CONTACT PERSON: ____________________________________________

CONTACT PHONE NUMBER: _____________________________________

PREFERRED DATES: ____________ T0 _____________ 1 WEEK/2 WEEKS/1MONTH

SUMMARY TABLE OF YOUR REQUIREMENTS

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</tr>
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<tbody>
<tr>
<td>Glass cabinets</td>
<td>Display board, children's area</td>
<td>Wall space</td>
<td>Display boards and table</td>
<td>Pamphlet display area</td>
</tr>
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<td>Moveable, free-standing</td>
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Signature of organisation representative

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Signature of Library Administration Officer