

Library Display Policy

Local Government Act 2009

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 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. CityLibraries staff will not generally be able to assist with the setting up and packing away of displays.
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. Perspex pamphlet holders are available on request.
6. No handwritten signage is permitted. Groups are encouraged to use a uniform font and pitch in any notations attached to their displays (eg. Arial (or equivalent) font in 14 or 16 pitch can be read easily and is generally available on software programs).
7. A banner giving the public a clear idea of the display purpose e.g. Seniors Week, is recommended.
8. 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.

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Authorised by – Director Planning Environmental & Cultural Services

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APPENDIX B

SPECIFICATIONS

CITYLIBRARIES AITKENVALE

Red Wall

Pamphlet display areas used by community and government organisations to display information promoting their organisations and advertise any forthcoming events/workshops. Content is subject to Library approval

Glass display case

One single-sided lockable glass cabinet with 4 adjustable shelves. Used 10 months of the year by community groups and 2 months by Library for Summer Reading Display

Dimensions – Height 1.9m; Width 1.77m; Depth .47m

Lighting - Four down lights

Grey Wall

This exhibition space has a hanging rail and is used mainly for library displays. The Grey Wall can be booked by community groups but must be approved by the Senior Learning & Information Officer.

Dimensions - Height – 2.4m; Length 6.8m

CITYLIBRARIES FLINDERS STREET

Glass display case

Two double-sided lockable glass cases with adjustable-height glass shelves.

Used 10 months of the year by community groups and 2 months by Library for Summer Reading Display

Dimensions - Width 1.2m; Height 1.9m; Depth .4m

Grey slat wall x 3

Pamphlet display areas used by community and government organisations to display information promoting their organisations and advertise any forthcoming events/workshops. Content is subject to Library approval

Dimensions - Centre panel 1.06 x 1.2m

Left panel .34m x 1.2m

Right panel .72 x 1.2m

Red double-sided wall space

This exhibition space has a hanging rail and is suitable for Velcro attachments; it is used mainly for library displays. The red wall can be booked by community groups but must be approved by the Senior Learning & Information Officer.

Dimension - 21m circumference

CITYLIBRARIES THURINGOWA CENTRAL

Your Space

Part of the Foyer Space.

Wall Space - Width 10.7m (made up of one 5.5m wall, one 2.6m wall, and two 1.3m walls); Height - 3m

Hanging rail and resources provided

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.

Foyer Space

Is in the foyer of the library

Wall Space – Width 3.37 m

Hanging rail and resources provide

2 x power points available

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

Climate Control - A climate of approximately of 21 degrees Celsius will be maintained during business hours.

Glass display case

Case has sliding glass doors and four non-adjustable glass shelves. Used 10 months of the year by community groups and 2 months by Library for Summer Reading Display

Dimensions - Height 2.07; Width 2.35m; Depth .62m

Lighting - 4 down lights to museum specifications

Grey slat wall display area

Pamphlet display areas used by community and government organisations to display information promoting their organisations and advertise any forthcoming events/workshops. Content is subject to Library approval

Dimensions - 6m x 2.28m

People's Space

This exhibition space has a hanging rail and is used mainly for library displays. The People's Space can be booked by community groups but must be approved by the Senior Learning & Information Officer.

Dimensions - 6.4m x 2.9