

Title	Community Displays and Noticeboard Guidelines
Reference Number:	G:\ Policies and Guidelines
Authorised by: M. Foster Library and Archives Manager	Effective Date: From 24 August 2015
<p>Purpose This defines the statement of intent of the guidelines.</p>	<p>Invercargill City Libraries and Archives values the free sharing and expression of ideas and knowledge in the community.</p> <p>Invercargill City Libraries and Archives provides the community with access to knowledge for the purpose of information, education, recreation and culture.</p> <p>In support of this idea the library provides space free of charge for individuals and groups to promote their activities and / or express their opinions to the wider community.</p>
<p>Scope This defines who the guidelines apply to.</p>	These guidelines apply to all users of Invercargill City Libraries and Archives.
<p>Definitions (of any terms of acronyms)</p>	Displays refers to materials in all formats that are used to promote an individual's or an organisation's activities.
<p>Principles This section outlines the principles of the management guidelines</p>	<p>Invercargill City Libraries and Archives takes a neutral stance on the acceptance of displays, notices and petitions.</p> <p>The Library endorses the Displays in Public Libraries statement, adopted by the Council of the New Zealand Library Association 1978.</p>
<p>Procedure This section states what responsibilities both staff and management have in relation to the application and ownership of the guidelines.</p>	<p>All persons wishing to have material displayed should apply to the Administration/Communications Assistant at the Library.</p> <p>Displays, notices and petitions must comply with New Zealand law.</p>

	<p>The Library will not accept party political material for displays or noticeboards. Nor will it accept material that uses language or images that could be considered racist, obscene or indecent.</p> <p>Display space may be booked in advance and is on a first come basis.</p> <p>The Library provides some display space and noticeboards and organisations may provide their own with the permission of the Library Manager.</p> <p>The Library may remove material from displays where it is no longer current.</p> <p>Collection of display material is the responsibility of the person or group.</p> <p>The Library reserves the right to refuse or withdraw material for displays or noticeboards if it is considered to be objectionable.</p> <p>Disclaimer The views expressed in the public displays, noticeboards and petitions are not necessarily those of the Invercargill City Council.</p> <p>The library does not accept liability for any damage to or theft of materials that are on display.</p>
Revision History	Revised August 2015
Effective Date	24 August 2015
Review Period	Every three years
Associated Documents/References	Conditions of Use LIANZA Statement Displays in Public Libraries

Appendix 1

Displays in Public Libraries

Statement adopted by the Council of the New Zealand Library Association, August 10, 1978

1. Public libraries are a suitable and important place for the display of material on current affairs whether local, regional, national, or international.
2. This information can be displayed in a variety of formats such as posters, notices, petitions, pamphlets, cartoons, or books.
3. In displaying this information public libraries both in New Zealand and overseas are governed by sound principles. These are that:
 - (a) The aim of the library is to provide responsible texts in order that the public may form a balanced opinion.
 - (b) Space should be available for all sides of opinion in controversial matters to be displayed, including unpopular and unorthodox opinions.
4. Citizens should be encouraged to submit such material to their local libraries and, within the limits of available space and time, libraries should display this material, provided it does not contravene the law. The activities of pressure groups who wish to limit this freedom of expression should be resisted by librarians and their employing authorities.
5. Fair allocation of available space and time for displays should be at the discretion of the librarian