

Public Notices Policy

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| Reference Number: | Section 5 No. 02 |
| Responsible Department: | Library Services |
| Related Policy/Procedure: | |
| Date of Adoption: | 22 August 2001 |
| Current Review Date: | 27 April 2021 |
| Minute Reference: | 12.2.1 |
| Version Number: | Amendment 2 |
| Applicable Legislation: | |
| Next Review Date: | December 2024 |
| Review Frequency: | Triennially |

1. Purpose

The Light Regional Council Library Service provides space on electronic display screens for announcements and notices of local community events, and in pamphlet racks for distribution of free materials that may be of interest to library patrons.

2. Policy

- 2.1 All notices, posters and free materials must be approved and placed on electronic display screens or in the pamphlet racks by library staff. Staff may discard items not approved for placement, or excess copies of items received. Outdated materials will be removed by library staff.
- 2.2 Staff will follow guidelines listed in section 3 of this policy in making decisions about placement of materials. Items will be displayed or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.
- 2.3 Religious and political materials are permissible for informational purposes or special events; materials that have the primary effect (intent?) to proselytize for a single point of view will not be displayed.
- 2.4 In general, items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services for a single profit-making business WILL NOT be accepted. Staff may make exceptions for announcements of educational or health opportunities provided by profit making businesses.
- 2.5 Displaying a notice or placement of materials in pamphlet racks does not imply endorsement of their content by staff of Light Regional Council Library Service or Light Regional Council.

3. Guidelines

- 3.1 Materials for the display screens or pamphlet racks will contain information about events and services in the Light Regional Council area or be of interest to residents of the area.
- 3.2 Items not allowed include:
 - Notices for a strictly commercial purpose

- Personal or individual advertisements
- Campaign literature

3.3 Format:

- Notices for display screens will be provided in JPG format and sized to 1920 x 1080 pixels if possible. If notices are provided in A4 size printed or PDF format, staff will convert to JPG and may display like-minded notices side by side with another similar notice in order to maximise screen use.
- Materials will not be attached to the windows.
- Collection boxes or separate racks are not permissible.
- Only one notice per event per library may be posted.
- A maximum of 100 copies of material to be distributed per library will be accepted.

Policy History

1. *Original Policy adopted by Council 23 May 2000, refer Council Minute 15.2.2.1, Page 2000/161*
2. *Policy reviewed by Council on 22 August 2001, (change of Council name only amendment) refer Council Minute 13.2.1, Page 2001/278*
3. *Amendment No 2 adopted by Council on 27 April 2021, Minute Reference 12.2.1, Page Reference 2021/94*