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# City of Swan Libraries Display of Community Notices and Items For Sale Guideline

## Background

One of the roles of public libraries is the provision of printed information which may be of interest to the community on a short-term basis. It is generally of a flimsy nature and is relevant for a limited time (ephemera). This information may be provided to the library by individuals, community organisations, governments (Federal, State and Local) and by commercial organisations. City of Swan Libraries provide information to the community by the display and distribution of this information. This information is managed and maintained by library staff.

## Purpose

This document provides guidelines for determining the types of community information (ephemera) which may be displayed in City of Swan Libraries.

## Disclaimer

City of Swan Libraries takes no responsibility for the content of community information on display, or the views expressed in them except for establishing the source of the notice. The display of information from any source does not indicate that City of Swan promotes or endorses that source.

## Guidelines

Libraries may display information, notices and advertising that are of general interest and benefit to the community.

All notices or brochures must be given to library staff to review. If suitable and space permitting, library staff will find an appropriate place for display. *The Library Board Regulations (1985)* state that "the Librarian has the authority to make the final decision".

City of Swan Libraries endeavour to provide access to current and accurate information at all times. Community information will be maintained by library staff to ensure that out-of-date material is removed. Furthermore, once notices are past their use-by-date they will be discarded. Library staff may, at their own discretion, remove display material if there is inadequate display space or the material has become unsightly.

Where information is, or may be considered, controversial, the material will be subject to the same principles as contained in the City of Swan Libraries Collection Development Guidelines. As far as is practicable, all viewpoints on a controversial issue will be presented.

## Criteria for display

Community information will normally be approved for display if it promotes:

- services provided by a not-for-profit organisation or direct not-for-profit services to the public
- services to improve the quality of life of individuals and the community and/or provides information for everyday living self-help support groups

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- community development organisations or community events
- commercial organisations licensed by the government such as childcare centres and health services
- community events even if designed to make a profit (e.g. plays and concerts may be displayed)

A community information notice will not be displayed if:

- It implies or could imply that the Council endorses a particular political party, religion, charity or stance on a controversial social issue;
- It is for private enterprise or commercial or profit making purposes
- It promotes information to which the community already has easy access e.g. commercial products through general advertising.
- It is a personal notice e.g. flyers about lost animals, job seeking advertisements, properties for sale or let etc.
- It is information that is or may be construed in any way as being unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, libellous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable; or
- It may be harmful to minors in any way

## Items for sale

Items for sale, other than the sale of obsolete library stock, may not be displayed in the library.

This includes items for sale for the benefit of charities and not-for-profit organisations, e.g. badges, pens, sweets, novelty items.

The sale of charity fund- raising items is to be avoided as the community may interpret it as Council endorsement for that charity. It may also set a precedent, whereby other not for profit organisations may claim the same privilege to sell their products.

## Petitions

Petitions seeking signatures in support of a certain opinion or point of view on any issue must not be made available in the library by either staff or community members.

In all cases the Library Manager has the authority to determine whether or not information, notices or advertising should be displayed in the library.

For issues affecting the library system or for contentious issues, the Manager, Customer and Library Services should be consulted.

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## Document control

### Document approvals:

Version #	Adoption
1.	27/4/2016
2.	5/7/2021
3.	6/12/2024
4.	28/11/2024

### Document responsibilities

<b>Custodian:</b>	<b>Custodian Unit:</b>	Library Services
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### Document management:

<b>Risk rating:</b>	<b>Review frequency:</b>	Annually
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<b>Next review:</b>	28/11/2025	<b>ECM Ref:</b>	3606495
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### Compliance requirements:

**Legislation:**

**Industry:**

**Organisational:**

**Strategic Community Plan:**