



MANAGEMENT POLICY

COMMUNITY NOTICEBOARDS AND DISPLAY POLICY

Date 10 February 2022

Adopted 30 March 2022

Responsible Position Manager Macquarie Regional Library

Branch MRL Library Services

Division Liveability

Version 1.0

TRIM Reference Number ED22/52235

Review Period Three (3) years

Review Date February 2025

Consultation MLR Management Team

Document Revision History	
Description	Date
This policy aims to outline the conditions of use relating to the Macquarie Regional Library community noticeboards and displays.	10 February 2022
Notes: Existing procedure reviewed and policy formulated	

1. Introduction

The Macquarie Regional Library (MRL) is committed to connecting with local communities and empowering them to enrich their lives and participate fully in the community.

2. Policy purpose

This policy aims to outline the conditions of use relating to the Macquarie Regional Library community noticeboards and displays.

3. Background and related legislation

The following legislation and Council documents are related to this policy:

- *Local Government Act 1993*
- *Library Act 1939, No 40*
- *Library Regulation 2018*
- Dubbo Regional Council *Code of Conduct*

4. Scope

The policy applies to all library staff, community groups, and organisations seeking to use the Macquarie Regional Library as a display location. This policy applies to all MRL libraries and service points. MRL reserves the right to alter the policy and procedure at any time, to meet extraordinary circumstances and improve customer service delivery.

5. Definitions

- MRL operates the following **libraries and service points**, Baradine, Binnaway, Coolah, Coonabarabran, Dubbo, Dunedoo, Mendooran, Narromine, Trangie and Wellington.
- **Member Councils** are Dubbo Regional Council, Narromine Shire Council and Warrumbungle Shire Council

6. Principles

Macquarie Regional Library may provide appropriate space for community groups and organisations, including Federal, State & Local government bodies, to advertise cultural, informational, community service and educational activities.

Display materials from community organisations in the Member Council local government areas will be given priority.

- Display space/library noticeboards are not available for commercial activities such as advertising and direct marketing of commercial/business products or services.
- Material from individuals, associations and government organisations offering fee-based programs, services or activities may be accepted if it sustains the cultural and educational services of the community. Material examples include the State Library of NSW, Maritime Museum, Art Gallery of NSW, Charles Sturt University.

- Notices of cultural events which are not local, including shows, films and other activities, may be displayed if space allows, with priority given to those not well publicised elsewhere.
- Personal material must not be displayed, e.g. tuition, advertising to rent, buy-swap-sell.
- Notices must not promote a particular political party, religious group or doctrine, e.g. election propaganda.
- Notices must contain details of the issuing individual or group.
- Notices in another language must have an English translation.
- Notices must not be discriminatory, defamatory or offensive in language and presentation.

7. Procedures

Branch Coordinators and Leaders will assess notices for their suitability and space considerations. If in doubt, requests will be referred to MRL Manager/Regional Office for review.

Library noticeboards are updated regularly. Notices that do not have a time frame may be removed after one month.

Large posters will only be displayed if space allows.

The Library Manager makes the final decision on notices where there is a doubt to their suitability.

8. Disclaimer

Display of materials by the Library does not indicate endorsement of the content by Member Councils. The Library or Member Councils cannot accept responsibility for the accuracy of material displayed or loss or damage to any notices displayed.

Some branch libraries may not provide community notice boards.

9. Responsibilities

- All MRL staff are responsible for implementing this policy consistently.
- MRL will provide confidentiality in accordance with the *Privacy Act 1998*.
- Library customers have free and equal access to resources under the *NSW Library Act 1939*.