

Wellington City Libraries Display Policy

Wellington City Libraries is the '*local centre of information*'.
The Library aims to spark interest in a wide range of topics.

The scope of the policy relates to items, images or events which will be easily viewed or heard by general library users, for example:
display boards, book cover displays, screens, advertising material, audio, video presentations, artistic, sporting and cultural events or classes.

Notice boards and display spaces are provided in each library.
Space will be reserved for materials about Wellington City Libraries and other services of Wellington City Council.

Displays are accepted at the discretion of the Manager, Libraries or his/her delegated representative. If a request to exhibit any material is declined, the person seeking to display the material will have the reasons for the decision explained to them. If this explanation is not satisfactory, the Wellington City Council complaints procedure may be used, and this will be explained to the person concerned.

Overarching Principles

Balance in the displays provided, so that over time no one viewpoint or subject is over-represented.

Displays or presentations will be of a non-partisan, educational, cultural, recreational nature or information on the city, government or local community topics. When appropriate, the Library will display a disclaimer to make clear that the views expressed are not those of the Library or the Wellington City Council.

Priority will be given to events for specific dates (over regular recurring events).

Priority will be given to activities which are local to the site.

The following specific items will **not** be accepted for display: petitions, advertisements for personal services or items for sale, job listings or requests for donations.

Although the Library collection does not avoid contentious topics, in view that children and other vulnerable persons will be viewing displays, a higher standard of suitability including location will be applied.

Commercial Activities

Displays of commercial products and services may be displayed where there is an identifiable benefit to the Library or where there is a formal partnership in place between the Library and the displaying organisation.

While every attempt will be made to display materials in a timely manner, the Library cannot guarantee that space will be available.

Religious Activities

Material for **events** organised by religious organisations will generally be displayed.

Material issued by religious organisations, which has the primary objective of encouraging people to join a particular faith, will **not** be displayed.

Political Activities

Political displays that are designed to inform the community will be accepted provided they are either non-partisan or pan-partisan.

Material that seeks primarily to advocate an action, lobby the community or government, solicit members, raise funds or sell services or merchandise will **not** be accepted.

Material on individual candidates may **not** be distributed or displayed.

Representational Activities

Information regarding surgeries for Members of Parliament and Wellington City Councillors and meetings of the Council and its Committees will be displayed.

Other

Material to be displayed must meet minimum standards of literacy, including grammar and spelling, and format, in line with Wellington City Libraries' Presentation Guidelines. In addition material must not be defamatory or incite people to break the law. All material displayed must indicate the name of the responsible group or individual with a contact address or phone number.

The Library cannot be responsible for the loss, defacement or return of materials and reserves the right to dispose of materials as it sees fit. Defaced material will be removed from display.

The Library does not let permanent display space. The length of time a display is up is at the discretion of the Manager, Libraries or her/his delegated representative.

Where there is agreement to display large amounts of material there will be the understanding that the displaying organisation will provide suitable facilities.

All organisations mounting displays must agree to observe the provisions below:

- All egress will be kept clear while erecting and dismantling displays and during the exhibition period
- Display boards will be fixed securely and safety cones used during erection of large displays
- Any hazard – potential or active – that is identified must be reported immediately to Library Staff.