

Wellington City Libraries Display Policy

Wellington City Libraries is the *'local centre of information'*.

The Library's mission is:

'To be the first choice for Wellingtonians seeking to enjoy and benefit from fact and fiction'

The Display Policy supports the Library's brand values of *'Discovery and Adventure'*.

The following governs the use of display facilities offered by the Library:

Notice boards and display spaces are provided in each library.

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.

Displays should reflect a benefit to the community as a whole. Every effort will be made to ensure a balance in the displays provided, so that over time no one viewpoint or subject is over-represented. The Library will, as appropriate, seek material from organisations for display in order to ensure balance is maintained.

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.

Where space is limited priority will be given to material about Wellington City Libraries and other services of Wellington City Council. Events for specific dates will have preference over regular recurring events.

All other material for display should be of an educational, cultural, recreational or philanthropic nature or supply non-partisan information on the city, government and/or local community. 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.

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

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

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

All organisations mounting displays must agree to observe the provisions of the Libraries' Occupational Health and Safety Plan.

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.

Wellington community newspapers – newspapers produced by for-profit organisations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to their community are accepted for distribution.

Material for organisations which offer services to the public for a fee, such as yoga, music, martial arts classes etc, will be displayed if the organisation is local to its community and information about the organisation cannot easily be found from other sources such as telephone or commercial directories or community newspapers.

In facilities where there is a suitable area, profit-making organisations may hire display space for a fee.

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 Party displays that are designed to inform the community will be accepted from the official announcement of an election date until the day before polling.

Material that seeks solely to advocate an action, solicit members, request donations, raise funds or sell 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.