

## **Wellington City Libraries Public Events and Displays Policy**

Our services vision is that Wellington City Libraries embraces the principles of equity, diversity, trust, flexibility and sustainability in delivering high quality library services.

We offer customers and residents several ways to meet their own goals for literacy, information, learning or leisure, or discover more about the library collections and services.

This policy relates to activities – programmes, displays, images or events - which will be easily viewed or heard by general library users, for example: display boards, book covers, screens, movie screenings, advertising material, audio video presentations, artistic, sporting and cultural events, workshops, talks, classes and interactive events. It also includes digital content, including material accessed on library or private devices within our library spaces.

Displays and programme spaces are provided in each library. Displays are accepted at the discretion of the Manager, Libraries or their delegated representative. Wellington City Libraries will make the final determination regarding all activities in the library. If a request 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.

Wellington is an innovative, inclusive and creative city. Our spaces will provide opportunities to connect, collaborate, be informed, explore ideas and identities, and enjoy learning and leisure to promote wellbeing.

### **Overarching Principles**

1. Manaakitanga will be at the heart of library experiences where all are welcomed and supported. Respect and uplifting the mana of library users will be the paramount principle at all times, and especially when acknowledging alternate views. No activity may denigrate, speak against, or present negative images of another sector of the community. We respect and value difference at the Library.
2. Displays or public events / programmes will be of a non-partisan, educational, cultural, recreational nature or information on city, government or local community topics.
3. Although the Library collection does not avoid contentious topics, in view that children and other vulnerable persons may be viewing displays or screens and over-hearing activities in public spaces, a higher standard of suitability, including location will be applied.
4. In keeping with our vision, a range of topics and community viewpoints will form part of a balanced programme of library displays, activities, and events.

### **Specific provisions**

1. Display materials: priority will be given to events for specific dates (over undated or ongoing activities); priorities will be given to local events and activities. Attempts will be made to display materials in a timely manner but we do not guarantee that there will be space available.

2. Displays or events which have the primary objective of encouraging people to join a particular faith, lobby the community or government (including petitions), advocate a community action, or request donations may not be held or distributed.
3. Displays or events which have the primary objective of selling specific products or professional services, raise funds or provide job listings may not be distributed. However, this does not exclude general publicity or educational / cultural promotions from commercial organisations, nor sales or advertising occurring as a non-essential or minor component of the event. For example, a 45 minute talk by a popular author in customer demand where the books are later sold is very acceptable. Busking is not permitted.
4. Political displays or events that are designed to inform the community will be accepted provided they are either non-partisan or pan-partisan. Material on individual candidates may not be distributed or displayed unless it is regarding surgeries for Members of Parliament and Wellington City Councillors and meetings of the Council and its Committees. Information from political parties or candidates are expressly prohibited from any form of displays or events within three months of a general or local election.
5. Library public spaces are not available as a venue for hire, or restricting access to invited attendees during opening hours.
6. Displays or events which imply unusual resources need to be supplied by the library in order to support the activity will not be accepted. For example hire security to keep a display safe, or shelving to house large amounts of materials.
7. Material must meet minimum standards of literacy, including grammar and spelling, and format.
8. Our facilities are not to be used to access or create unacceptable material. This means you are not permitted to use our spaces, collections or services (such as wifi) for illegal activities, including accessing explicit content which may reasonably be considered to be objectionable as defined under the Film, Videos and Publications Act 1993, available on request to staff. These include websites or content which
  - o Contain pornographic material
  - o Depict acts of torture, cruelty, violence or bullying
  - o Promote exploitation for sexual purposes
  - o Promote or encourage criminal acts or acts of terrorism
  - o Represent any class of society as being inherently inferior to other classes
9. Our facilities are not permitted to be used to engage in anti-social behaviour such as bullying or harassing people, be defamatory or incite people to break the law.
10. All material displayed must indicate the name of the responsible group or individual with a contact address or phone number.
11. 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.