



Title: Distribution of Community Information Materials

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Related legislation:

Related policies: None

Related procedures:

Related forms: None

Contents:

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1. Purpose

The purpose of this policy is to clearly define those types of community information materials which are suitable and also which are not suitable for distribution and display at any branch of the City of Canterbury Library.

2. Objectives

The objectives of this policy are to:

- define the types of information materials which are suitable for distribution and display at any branch of City of Canterbury Library; and
- explain the conditions for the distribution and display of such materials.

3. Scope

This policy applies to any organization, group or individual wanting to provide information in the form of posters, flyers and brochures to be publicly displayed at any branch of City of Canterbury Library.

4. Definitions

“City of Canterbury Library” or “the library”

Refers to all branches of the library service (Campsie, Earlwood, Lakemba, Riverwood & the Home Library Service).

“Community Information”

Refers to information that assists the community to access relevant services that help with their day to day lives and general well-being. This information should be readily available to everyone who resides, works or studies in the local area. It includes information relating to aged services, arts and culture, children and family, disability services, education, environment, faith, government, health, indigenous, legal, multicultural, recreation, service and social groups, support services and youth services.

“Community Information Materials”

Refers to printed materials (eg. posters, flyers, brochures, booklets, etc.) which promote or inform about a particular community information service, group or organization.

5. Principles

5.1 Suitability of Information Materials

The library will provide at its discretion limited space for the distribution of community information materials, free handouts or the posting of flyers, notices, and posters, which present current and relevant news about nonprofit educational, cultural, public interest and recreational services.

Materials promoting business or commercial ventures, political campaigns or viewpoints, or doctrinal beliefs will not be accepted for distribution. Petitions, personal sales or advertisements, or job postings will not be accepted for distribution.

5.2 Duration of Display

Due to space limitations, community information materials will usually be displayed for a period of no more than one (1) month. This may be varied at the discretion of the Community Information Librarian or Branch Librarians.

5.3 Permission to Display

No material shall be displayed in the library without first receiving permission from the Community Information Librarian or in the case of branch libraries, the Branch Librarian.

In all instances the Manager Library Services reserves the right to refuse any item that is considered to be too commercial, in bad taste, or of doubtful value.

5.4 Disclaimer

Posting of notices and distribution of material does not imply endorsement by the library.

6. Responsibilities

- All Library Services staff have the responsibility of implementing this policy consistently across all locations of the library.
- Any complaint / appeal will be dealt with in the first instance by the Community Information Librarian.
- Complaints / appeals that cannot be resolved at this level will be referred to the Manager, Library Services.
- If the customer remains unsatisfied, they may write to:

Mr. Jim Montague
General Manager
Canterbury City Council
PO Box 77 CAMPSIE NSW 2194

7. Procedures

The *City of Canterbury Library Procedures Manual* is now due to be updated. Specific procedures for the implementation of this policy will be clearly outlined in the updated manual.

7.1 Complaints

- Any complaint / appeal will be dealt with in the first instance by the Community Information Librarian.
- Complaints / appeals that cannot be resolved at this level will be referred to the Manager, Library Services.
- If the customer remains unsatisfied, they may write to:
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