



Provision of Community Information Through Council Libraries Policy

Sutherland Shire Council

Document review and approval

This document has been approved by

	Name	Minute No	Date approved
1	Community Services Committee CSV036-99		12 October, 1998
2			

Revision history

Version	Author	Date	Revision
1	Manager Library & Information Services	28 September, 1998	Original Version
2	Manager Library & Information Services	30 January, 2012	Policy reviewed. No substantial changes required. Point 7 updated to indicate that information will be displayed when space allows.

POLICY FOR COMMUNITY INFORMATION STANDS AND LEAFLETS IN COUNCIL LIBRARIES

1. Library Leaflet Stands and Noticeboards are managed and maintained by Library Staff. They are monitored and updated regularly for neatness and currency. They are considered an important part of the Information Service provided by the Libraries.
2. Individuals and Organisations must ask permission to have a notice or handouts displayed. All information must be approved by the Manager - Library & Information Services through delegation to the Readers Advisor (Central Library) or Branch Librarian (Branches).
3. The highest priority is given to all **LOCAL** notices and **ADULT EDUCATION**. The latter is broadly defined to mean any information about courses, notice of lectures, cultural exhibitions, meetings, seminars, study and craft weekends, summer courses etc. **LOCAL** essentially means the Sutherland Shire.
4. Notices of cultural events which are not local, including shows, films and other 'What's-On' activities will be displayed where space allows with priority to those not well publicised.
5. In compliance with the Parliamentary Electorates and Elections Act 1919, notices of political meetings are accepted and displayed, whether of the local, state or federal sphere, if relevant to local residents. Residents and users have a right to know what is going on in the political arena.
6. No petitions are accepted, even from the Council itself. People are not permitted to take petitions around in the Libraries seeking signatures.
7. Personal notices such as offers of tutoring, courses in yoga etc., lost animals, are displayed, where space allows, for one month only and are prominently dated. No notices about accommodation in any form are accepted.
8. Local community notices and leaflets as well as notices of Council meetings, competitions, local events etc. are always displayed.
9. Any requests for display of material which is in breach of legislation relating to discrimination, racial vilification, offensive behaviour, defamation and elections will be refused.

MATERIALS FOR PUBLIC DISPLAY IN COUNCIL'S LIBRARIES

That community information be accepted for dissemination to the community through Council buildings thereby ensuring that information covering all aspects of any issue is readily available, allowing for informed comment and decision making. Materials shall not be excluded on moral, political, racial, religious, sexist, language or other sensitive grounds alone.