

Policy for displays, noticeboards and distribution of non-library materials

February 2019

Overview:

To help connect and inform the community of events and initiatives that they may be interested in. Most Christchurch City Libraries have designated space available to display relevant and informative notices. The material will be displayed for a limited time.

Material displayed should meet the Libraries' purpose statement: Connecting people, inspiring discovery, enriching communities.

Guidelines for having your material displayed:

Drop off your material to any Christchurch City Library and give it to a staff member. It will need to meet the following conditions:

- The material represents a non-profit organisation
- That contact details are provided
- We cannot accept liability for any lost, stolen or damaged material
- We are unable to send material back to you
- We may not be able to display the material provided because of space restrictions
- We are unable to accept any digital material for display on our BrightSigns
- We are unable to display surveys or petitions in our libraries.
- The Library displays a disclaimer that the views expressed in the material are not of those of the Library or Christchurch City Council
- Freedom of information - Libraries are committed to the concepts of intellectual freedom and access to information within the parameters of the statute. We will attempt to represent varying points of view on a broad range of material so that all members of the community may be informed and can make individual judgments.
- Use of community display space is at the discretion of individual community libraries.

Please note:

1. Tūranga does not have the space available for non-Council displays.
2. If you wish to have material displayed in our network of Christchurch City Libraries, it will be sent to a central distribution point for consideration. The exception is Tūranga.
3. We are not able to accept:
 - Anything that encourages people to break the law.
 - Anything that uses language or images that could be considered offensive.
 - Party political material.
 - Material of a commercial nature.
 - Advertising for things such as babysitting, flatmates or lost pets.