

City of Melbourne Libraries Policy

Community Noticeboard Policy

Policy Owner	Library Operations Team Leader
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1. Purpose

Community Notice Boards act as a community conduit, providing people with a platform to share information. This Policy sets out acceptable use of public notice boards and display facilities within the libraries to ensure that they operate efficiently and effectively for the benefit of all people.

2. Scope

City of Melbourne Libraries (CoML) provide public notice boards and pre-prepared displays at each branch. These facilities are available for free use by community organisations and groups to advertise activities of a cultural, educational and recreational nature and to provide information about Local, State and Commonwealth Government services.

3. Definitions

- *Authorised Staff Member* means any person officially employed by Melbourne City Council in the Library
- *Council* means City of Melbourne
- *Library* means a Library belonging to, or under the control or management of, Council and includes the buildings, rooms, offices, passageways, staircases, foyers, meeting rooms, adjacent entrances and sanitary facilities and includes but is not limited to the City, East Melbourne, North Melbourne, Southbank, Kathleen Syme, Library at The Dock and narm ngarrgu Libraries.
- *Member* means any user who has fulfilled the requirements for membership of the Library
- *User* means any person, whether or not a member, who visits a Library for the purpose of using any Library resources and/or facilities

4. City of Melbourne Library Branches

- City Library, 253 Flinders Lane, Melbourne, 3000
- East Melbourne Library, 122 George Street, East Melbourne, 3002
- North Melbourne Library, 66 Errol Street, North Melbourne, 3051
- Southbank Library, 207 City Road, Southbank, 3006
- Library at The Dock, 107 Victoria Harbour Promenade, Docklands, 3008
- Kathleen Syme Library and Community Centre, 251 Faraday Street, Carlton, 3053
- narm ngarrgu Library and Family Services, 41 Therry Street, Melbourne, 3000

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5. Application

This Policy applies to the City Library, East Melbourne, North Melbourne and Southbank Libraries, Library at The Dock, Kathleen Syme Library in Carlton and narm ngarrgu Library at Queen Victoria Market precinct. The Policy does not relate to the use of any gallery spaces or display cabinets.

6. Policy

City of Melbourne Libraries reserve the right to accept or reject applications for notices to be included on Library notice boards based on available space, community interest and the principles provided below.

It is the policy of the Council that the content of public notices displayed within the Libraries must comply with the following:

- The inclusion of notices in relevant community languages is encouraged. An English translation, written or verbal, of material in languages other than English must be provided.
- Notices must contain clear details of the issuing organisation or community group.
- Preference will be given to local organisations and community groups as well as programs, services and events provided, sponsored or supported by Council.
- At a minimum, notices, pamphlets and posters without a specific event date or end date will be cleared at the end of each calendar month. Depending on demand for space, clearing of notice boards may take place more frequently.
- All material displayed must comply with State and Federal legislation.
- Items of a discriminatory or offensive nature and on controversial topics of a political, religious or moral nature are excluded.
- Items of a political nature representing specific candidates or political affiliations relating to local, state or federal elections are excluded.
- Petitions are excluded.

Notices and displays of a commercial nature including fee-paying services and personal classified advertisements are generally excluded (*except by permission of the Library Branch Team leader or the Community Hubs Team Leader*).

Items for inclusion on notice boards will be assessed according to the guidelines of this Policy.

A notice with the wording '**Please note that the City of Melbourne Library Service does not endorse the content of these notices**' will be displayed prominently on all Library Community Noticeboards. City of Melbourne Libraries will retain the authority to reject any display or notice, or once a display has been set up, remove parts which are assessed as inappropriate. The Libraries have limited display space and will not display materials or notices for extended periods of time.

If there is any concern about whether any notice falls outside the policy guidelines it should be referred to the City of Melbourne Libraries Manager or another member of the Library Leadership Team (LLT).

City of Melbourne Libraries will not be held responsible for any loss or damage caused whilst items are on display in Library premises.

Responsibilities

Items will be assessed for suitability by staff responsible for maintaining noticeboards and display facilities at each Library. Items which are unclear and require further consideration will be referred to the Library Branch Team Leader or Community Hubs Team Leader with the final decision made by the City of Melbourne Libraries Manager.

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7. References

[Library Use Policy](#)

State and Commonwealth Government Privacy legislation