



Burwood Council

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BURWOOD LIBRARY COMMUNITY NOTICEBOARDS POLICY

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Purpose

The purpose of this policy is to outline the conditions of use relating to the Burwood Library Community Notice boards.

Scope

The policy applies to all library staff and community groups and organisations seeking to use the Burwood Library's Community Notice Boards.

Policy wording

Burwood Library provides noticeboards for organisations and community groups to advertise activities of a cultural, informational, community service and educational nature.

Principles

- Notices from community organisations in the Inner West Region (Ashfield, Canada Bay, Strathfield local government areas) are given the highest priority.
- Notices of cultural events which are not local, including shows, films and other activities will be displayed where space allows with priority given to those not well publicised elsewhere.
- Material from individuals, associations and government organisations offering fee based programs, services or activities may be accepted if it sustains the cultural and educational services of the community e.g. State Library, Maritime Museum, Art Gallery brochures, Bankstown Community College.
- The noticeboards are not available for commercial advertising, e.g. direct advertising of commercial / business products or services.
- Personal material is not to be displayed e.g. tuition, advertising to rent, lonely hearts.
- Notices should not promote a particular political party or a particular religious group or doctrine e.g. election propaganda.
- Notices should contain details of the issuing individual or group.
- Notices in another language should have an English translation.
- Notices should not be discriminatory, defamatory or offensive in language and presentation.

Procedures

- Notices will be assessed by library staff for their suitability and space considerations.
- The noticeboard is updated weekly. Notices that do not have a time frame will be removed after 1 month, space permitting.
- Large posters will only be displayed if space allows.
- The Library Manager makes the final decision on notices where there is doubt to their suitability.

Disclaimer

- Display of materials by the Library does not indicate endorsement of the issues or events by Burwood Library or Burwood Council.
- The Library or Council cannot accept responsibility for the accuracy of material displayed.

- The Library or Council cannot accept responsibility for loss or damage to any notices displayed.

Review

The Burwood Library Community Noticeboards Policy will be reviewed every four years.

Contact

Library Manager
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