Queenstown Lakes Libraries

Notices & Noticeboard Guidelines = He Aratohu Pānui

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1 PURPOSE

- Queenstown Lakes Libraries (QLL) make noticeboards available for the display of information about forthcoming events and activities of general community interest
- Displaying materials is a means of providing access to information
- Applications to display material in the library must be approved by the Librarian responsible for notices

2 SCOPE

- This policy defines the criteria for the display of posters and brochures on the library's noticeboard, the foyer and entrance, and throughout the library

3 REFERENCES

Title	Description
Authorised by Library Services Manager	Effective Date: 20/06/2017 Reviewed 02/11/2026
Next Review Date	02/11/2029

4 PROCEDURE

The content of subject matter should be for general community interest or information with an educational or cultural focus and meet the following guidelines:

- Material is presented in an objective, non-discriminatory style and does not promote political or religious organisations. Cultural, heritage, and community celebrations may be displayed where they align with these guidelines.
- Material that is designed solely to advertise or promote a commercial interest will not be accepted (though this does not preclude the promotion of events or activities for which there may be charges or admission fees)
- Posters, notices, brochures must meet a publicly acceptable standard of presentation and design
- Leaflets and other giveaway materials may be deposited for public collection, provided they meet the general criteria outlined above and there is available space
- All approved material will be dated and displayed for at least one week.
    - Note: if the noticeboard is full, display may be delayed to a date closer to the event.
- Display material will be subject to space limitations with consideration applied to physical space availability and subject to Librarian's discretion
- Library staff will not accept responsibility for distribution of leaflets or other promotional materials. Staff may dispose/recycle unused or surplus leaflets
- All material displayed must indicate the name of the responsible group or individual with a contact address or phone number
- QLDC information and communications may be displayed in libraries
- Promotional material for all QLDC facility events and QLDC-sponsored events will be displayed
- There is no charge for displaying material

5 DISCLAIMER

- Queenstown Lakes Libraries, in granting permission to display a notice/brochures or in agreeing to provide space for an exhibition on its premises, does not associate itself with, or necessarily endorse, the activities being promoted