



KĀ RARAKI UPOKO / CONTENTS

- 1 Purpose1
- 2 Kā Whanoka Pono / Strategic Context2
- 3 Kā Whakamā Ramataka / Definitions2
- 4 Te Korahi/ Scope3
- 5 Kā Aratohu/ Guidelines3
- 6 Kā Tāpuitaka / Booking and reservation Information6
 - 6.1 Bookings & Reservation information6
 - 6.2 Health & Safety7
- 7 Kā Whare Pukapuka / Libraries7
 - 7.1 Frankton Library7
 - 7.2 Queenstown Library7
 - 7.3 Wānaka Library7
- 8 Kā Tohutoro / Relevant Legislation & Document8
- 9 Whakaaetanga & Waitohu/ Agreement & Signature9

1 PURPOSE

The Events, Programmes, and Display Guideline (EPD Guidelines) is intended to establish clear guidelines for the hosting of events, programmes, and displays at the Library.

Events, programmes, and displays enrich the community because they foster a love for learning, encourage creativity, and enhance digital literacy.

The Library aims to create and support inclusive and engaging experiences that reflect diverse voices and perspectives, and this protects and ensures that knowledge and resources are available to everyone. By encouraging dynamic programming and thoughtfully curated displays, the Library demonstrates its goals for sustainability, literacy and learning for life, the celebrating cultural and historical heritage, and promotion of

QLDC Libraries Events, Programmes & Display Guideline

ARATOHU: KĀ TAKUNETAKA, KĀ HŌTAKA ME KĀ WHAKAATURAKA

community well-being. The Library, at its core, connects people with information, literature, ideas, and each other, and these contribute to a vibrant and thriving district.

2 KĀ WHANOKA PONO / STRATEGIC CONTEXT

The Library is committed to upholding the values of kotahitanga, manaakitanga, and hāpori:

Kotahitanga: representing unity or togetherness, underscores the Library's' dedication to fostering a sense of shared purpose and collaboration within the community. Through events, programmes and displays, the aim is to bring people together to engage in cultural, intellectual, and recreational activities, promoting a sense of belonging and cohesion.

Manaakitanga: care, respect, and service, guides the Library in its commitment to ensuring all members of the community feel valued and supported. By providing diverse and inclusive programming, the library strives to create an environment where everyone feels respected and cared for.

Hāpori: emphasizing community and kinship which reflects the Library's' recognition of the diverse cultures and communities within the region. By offering events, programmes and displays that celebrate the richness of these communities, the Library seeks to strengthen social connections and foster a sense of belonging for all members of the community, regardless of background or identity.

Overarching Principles:

- ❖ **Information integrity and cultural enrichment:** Events and displays must focus on non-partisan, educational, literary, cultural, recreational or content that is relevant to district government or local community topics, along with topics that are designed to provide information.
- ❖ **Diversity and community engagement:** Consistent with its vision, the Library engages the community by presenting diverse topics and viewpoints, and by integrating these into a well-rounded programme of displays, activities, and events.

3 KĀ WHAKAMĀ RAMATAKA / DEFINITIONS

- ❖ **Displays:** an informal collection of information, books, or other resources, highlighted for educational or information gathering purposes. For example: book displays, or displays of book covers, advertising material, graphics, and audio and video presentations. A Display may also include digital content, including material accessed on library or private devices within the library spaces.
- ❖ **Events and programmes:** Onsite or online programmes designed to engage an audience, encourage a greater understanding of the library collection and its services, contribute to enriching the community, and be available to all members of the public.

QLDC Libraries Events, Programmes & Display Guideline

ARATOHU: KĀ TAKUNETAKA, KĀ HŌTAKA ME KĀ WHAKAATURAKA

Library events are defined as events funded or organised by the Library. These would include events that are organised in conjunction with other community organisations including schools and museums, or events sponsored by organisations outside of Council. The Library reserves the right to refuse to give approval for events that do not comply with the guidelines.

4 TE KORAHĪ/ SCOPE

This document establishes the standards and guidelines for the Library and the individuals or groups hosting events, programmes, or creating displays either within the buildings and spaces of the Library, or at external venues associated with the Library. It assists those who wish to use the facilities to ensure that proposed activities are in accordance with the Library's mission and values.

5 KĀ ARATOHU/ GUIDELINES

1. Library public spaces are not available for event hire, nor can public access be restricted during the Library's usual opening hours.
2. The Library encourages the use of its spaces by local community groups if this use does not interfere with normal functions of the Library. Use is also subject to availability. All users must adhere to the Library's Bookings and Usage Guidelines set out below prior to use.
3. Event organisers, or those who intend to use the facilities for displays, must check availability and obtain permission from the Library staff before carrying out events, programmes or before displaying materials. The user must agree to abide by all guidelines and rules outlined in this document in order to hold the event or display materials in the Library.
4. Event organisers and attendees must abide by all QLDC regulations and Codes of Conduct. These are all available on QLDC's website qldclibraries.govt.nz.
5. Library members will have priority access to freely use all Library spaces to ensure that they can enjoy the Library's programmes, literary events, services, and other community initiatives.
6. Display materials: priority will be given to
 - a. Library programmes, services, and initiatives.
 - b. Approved bookings.
 - c. Local events and activities relevant to literacy initiatives.

QLDC Libraries Events, Programmes & Display Guideline

ARATOHU: KĀ TAKUNETAKA, KĀ HŌTAKA ME KĀ WHAKAATURAKA

Displays must be constructed a timely manner; however the space and timeframe for installation cannot be guaranteed, and the Library reserves the right to change or alter the space and timeframe for events at its discretion. Organisers should confirm the allocated space and timeframe the Library staff prior to the commencement of installation

7. Events, programmes or displays must focus on topics of interest to the community or provide information that serves the community's needs.
8. Activities involving or endorsing the following are not permitted
 - Selling, advertising, soliciting, or promoting commercial products or professional services and enterprises*
 - Promoting a religious faith.
 - Promoting a political party, or a political candidate. *
 - Lobbying: community or government. Petitioning is prohibited.
 - Soliciting donations or fundraising*
 - Posting job listings.
 - The sale of personal property.

*Exceptions may be made by Library managers and approval must be sought prior to an event commencing.

9. Political events, or displays aimed at community education, will be accepted if they are either non-partisan or pan-partisan in nature. However, materials from political parties or candidates are prohibited from being displayed.
10. Political parties, groups, and candidates must also adhere to requirements of the Electoral Act 1993 including election advertising, promotion, and meetings.
11. Display materials that are designed solely to advertise or promote a commercial or other interest will not be accepted (although this does not preclude the promotion of cultural and literary community events or activities which may take place outside of the Library and for which there may be reasonable charges or admission fees).
12. Event organisers are prohibited from imposing any further obligations on attendees beyond the event itself. This includes, but is not limited to, requiring attendees to undertake activities that have long term financial or personal commitments.

QLDC Libraries Events, Programmes & Display Guideline

ARATOHU: KĀ TAKUNETAKA, KĀ HŌTAKA ME KĀ WHAKAATURAKA

13. Library events, programmes, and display spaces are free of charge and the Public should not be charged any fees, tariffs, or other charges including entrance fees, participation fees, or Koha by an event organiser, participant in an event, or attendee.
14. The Library does not endorse the views, opinions, or philosophies of any event or its Agent when it accepts a booking, or by allowing the Library to be used for an event, display, or programme.
15. All material related to an event must clearly identify the name of the group hosting the event and must display a contact number for the event organiser.
16. Any alteration of library spaces to accommodate events, programmes or displays must be approved by the Library Manager before installation of a display commences.
17. The Library is responsible for the safety and security of its spaces and facilities. However, the Library will not accept any responsibility for, or liabilities arising from, the use of its facilities by event organisers. The Event Organiser is accountable for the maintenance and security of all materials and resources used or displayed for the duration of the event, programme, or display.
18. The Library will not accept responsibility for the loss or destruction of materials displayed by event organisers, or for the return of materials after the conclusion of an event, and reserves the right to dispose of materials as it sees fit prior to, during, or after an event has concluded, where material does not meet minimum standards set out below, or where material.
19. Display materials must meet minimum standards of literacy, including grammar and spelling, and format.
20. Events and display materials are accepted at the discretion of the Library Manager(s) or a person nominated by the Library Manager to manage these events on their behalf. If a request to display material is declined, the organiser of the event will be advised of the reasons for the decision. The event organiser will be referred to the QLDC complaints procedure if they wish to have the decision considered.
21. The Library prohibits the use of its facilities for accessing or generating inappropriate material. This includes using the Library's spaces, collections, or services (including Wi-Fi) for any activities that contravene the guidelines. These activities include but are not limited to accessing content that may reasonably be considered objectionable as defined under the Film, Videos and Publications Act 1993. Websites that include the following material are prohibited for access, use, and disclosure in the Library:
 - Pornographic material.
 - Depictions of torture, cruelty, violence, or bullying.
 - Promotion of exploitation for sexual purposes.
 - Promotion or encouragement of criminal acts of terrorism.

- Racist or discriminatory material.

The Library Manager reserves the right to remove a person from the Library in situations where they have a reasonable belief that these guidelines are breached.

22. Event organisers must ensure that the Library spaces are left in an orderly state, and event organisers must agree to take responsibility for any damage to the Library's facilities, buildings and/or equipment beyond what is considered normal wear and tear.
 - A cleaning fee will be charged at the Library Manager's discretion where cleaning of a space incurs a cost to the Library.
 - Additional fees may be applied based on the actual cost of cleaning and/or repair.
 - Any fee will be invoiced to the event organiser following the event.
23. No items are to be fixed to the walls of the Library, without the permission of the Library Manager or delegated staff.
24. If electrical appliances are to be used, these may need to be tested and deemed safe prior to use. The Library Manager must be advised, and if a test is required, the cost will be covered by the event organizer.
25. Light snacks and beverages are permitted for consumption in the library space during events. The Library Manager must be advised prior to the event. The consumption of hot foods is not allowed in accordance with Library Codes of Conduct. There are no kitchenette facilities available for public use at the Library.
26. The Library staff must always have clear access to the events or display spaces and no entry or exit door may be locked or barred. Emergency Exits are to be used for emergencies only and must always remain clear of obstructions.
27. The Library Manager retains the right to monitor all meetings, programmes, events and displays conducted on the premises to ensure that they comply with library codes of practice, guidelines and regulations.
28. A failure to abide may result in removal from the Library on a temporary or permanent basis, and may result in the termination of scheduled meetings, programmes, events and displays in the future.

6 KĀ TĀPUITAKA / BOOKING AND RESERVATION INFORMATION

6.1 BOOKINGS & RESERVATION INFORMATION

Bookings are managed by the Library staff at the Branch Library where the event is located and requests can be made either in person, via phone or by email. Please visit our website [here](#) for the Branch Library contact information.

QLDC Libraries Events, Programmes & Display Guideline

ARATOHU: KĀ TAKUNETAKA, KĀ HŌTAKA ME KĀ WHAKAATURAKA

1. Events, programmes and displays are only available to be carried out during Library business hours unless mutually agreed otherwise by event and display organisers and Library staff.
2. Events, programmes and displays are booked on a first-come, first-served basis and must be made with reasonable consideration of the schedule of the assigned library staff member(s).
 - a. Cancellations of bookings need to be received as soon as reasonably possible, to ensure that the Library can provide up to date communications to library members and users.
3. The event organiser must accurately describe the type of event, programme or display to take place and use the library space only for that purpose.
4. The event organiser will be provided with these guidelines and must confirm agreement in writing in accordance with r section 9 below.

6.2 HEALTH & SAFETY

When carrying out an event, organisers and attendees must:

1. Comply with:
 - a. All laws, including the Health and Safety in Employment Act 2015 (HSWA), the Resource Management Act 1991 (RMA) and the Reserves Act 1977 (Reserves Act).
 - b. The reasonable directions of Library staff; and
 - c. All Queenstown Lakes District Council policies and procedures for use of the Facility, including the Queenstown Lakes District Council Health and Safety Policy, [QLDC Unaccompanied Child Guidelines](#) and Site Emergency Procedure.
2. Take all practicable steps to identify, reduce or eliminate the risk of harm to employees, contractors or members of the public at the Facilities.

7 KĀ WHARE PUKAPUKA / LIBRARIES

Documents outlining facilities and amenities available within each branch are available upon request. Please reach out to the libraries directly for assistance.

7.1 FRANKTON LIBRARY

Email: frankton.library@qldc.govt.nz

Phone: +64 3 441 3680

7.2 QUEENSTOWN LIBRARY

Email: queenstown.library@qldc.govt.nz

Phone: +64 3 441 0600

7.3 WĀNAKA LIBRARY

QLDC Libraries Events, Programmes & Display Guideline

ARATOHU: KĀ TAKUNETAKA, KĀ HŌTAKA ME KĀ WHAKAATURAKA

Email: wanaka.library@qldc.govt.nz

Phone: +64 3 443 0410

(NOTE: Not for Profit Organisations/ NGOs are encouraged to utilize the venues available through the QLDC Venues Bookings Coordinator, which are available at a low cost rate. Contact the QLDC Venues Bookings Coordinator at bookings@qldc.govt.nz or +64 3 450 9109)

8 KĀ TOHUTORO / RELEVANT LEGISLATION & DOCUMENT

[Films, Videos, and Publications Classification Act 1993](#)

[Health and Safety in Employment Act 1992](#)

[Resource Management Act 1991](#)

[Reserves Act 1977](#)

[Queenstown Lakes District Complaint Policy](#)

[Queenstown Lakes District Complaint Form](#)

[QLDC Libraries Meeting Room Policy](#)

[QLDC Libraries Noticeboard Policy](#)

[QLDC Libraries Code of Conduct](#)

QLDC Libraries Events, Programmes & Display Guideline

ARATOHU: KĀ TAKUNETAKA, KĀ HŌTAKA ME KĀ WHAKAATURAKA

9 WHAKAAETANGA & WAITOHU/ AGREEMENT & SIGNATURE

Declaration

- I have read and understand the information in this document, and I agree to comply with the Events, Programmes and Display Guidelines 2024.
- I understand failure to abide by these regulations may result in a forfeiture of the right to any future use of the library space for the purpose of events, programmes or displaying material.
- I accept financial responsibility for damage caused to the building or equipment beyond reasonable wear and tear where such damage is related to an event, programme or display

Organisation Name	
Name (individual or representative of the organisation)	
Contact Details (email or phone)	
Address (if applicable)	
Signature	
Date	

Library Staff Use

Library Staff Name	
Library Staff Signature	
Date	