

POLICY : NOTICE BOARDS AND EXHIBITIONS IN LIBRARIES

Item B-SR (29a-2004)
MC 29.6.2004

LIBRARIES AND INFORMATION SERVICES : PROPOSED POLICY ON NOTICE
BOARDS AND EXHIBITIONS IN LIBRARIES

RESOLVED:

1. **That** the contents of the report regarding the Policy on Notice Boards and Exhibitions in Ekurhuleni libraries **BE NOTED**.
2. **That** the Policy on Notice Boards and Exhibitions in Ekurhuleni Libraries attached as **Annexure 'A'** to the report **BE APPROVED**.



Ekurhuleni
METROPOLITAN MUNICIPALITY

POLICY ON NOTICE BOARDS AND EXHIBITIONS IN LIBRARIES

EKURHULENI METROPOLITAN MUNICIPALITY

DIRECTORATE: LIBRARY AND INFORMATION SERVICES

POLICY ON NOTICE BOARDS AND EXHIBITIONS IN LIBRARIES

1. INTRODUCTION

The mission of Ekurhuleni Library and Information Services is to focus on the provision of information that will empower and develop the Ekurhuleni Community

It is acknowledged that there is a need for community organisations and individuals to disseminate information via the library to the community

Libraries have various information areas which may include:

- Community information notice boards
- Pamphlet/brochure stands
- Exhibition areas

2 PRINCIPLES

2.1 If space allows it may be made available for use by community groups or individuals to advertise events and activities on notice boards and/or to put up exhibitions provided they are in line with and/or support the following topics:

- Cultural
- Informational (inclusive of all community based information beneficial to the broader community)
- Educational
- Sport

2.2 All requests must be submitted on the prescribed application form and must be formally approved by the controlling librarian. Requests to put up exhibitions must reach the office of the controlling librarian 2 weeks in advance

2.3 Exhibition areas will be allocated for a maximum of 4 weeks

2.4 Notices and exhibitions must fit in with the set topics

2.5 A library service point will have preference in putting up its own exhibitions and to display its own and/or council notices

2.6 Local organisations and events will receive preference

2.7 All exhibitions must be tamper proof

2.8 No trading may be done. Contact numbers may be provided.

2.9 No party political material may be displayed

2.10 No personal information will be accepted for display, e.g. lost animals, board and lodging advertisements

2.11 Material may not be offensive in any way what so ever

- 2.12 All notices and exhibitions not officially approved will be forthwith removed
- 2.13 The controlling librarian is authorized to remove any notice or exhibition which is found to be inappropriate or not adhering to the set criteria
- 2.14 Exhibitions must be dismantled and removed from the library premises on the date specified by the controlling librarian. Failing to do this, the library staff will dismantle the exhibition and it could result in the confiscation of the material and refusal to allow the applicant to put up future exhibitions in the library

3 DISCLAIMER

The Directorate: Library and information Services does not take any responsibility for, nor does it necessarily agree with, the contents of notices and exhibitions

Council is indemnified against any claim for injury/damages/loss suffered by any person whomsoever as a result of the use of the library or any part of the facility/service

Any person not satisfied with a ruling may refer his/her complaint or request for review to the relevant Regional Manager: Library and Information Services

4 REVIEW

The Policy on Notice Boards and the Display of Items in Libraries must be reviewed and updated every three years and submitted in its entirety to the Council for approval