

## Displaying Information in City of Joondalup Libraries

Libraries are an integral part of the community and have the capacity to display a range of community related items. These guidelines will assist in the facilitation and provision of local community information that is of interest to residents and visitors to the City.

### What can be displayed

- Information relating to City services, events, programs and general Council business
- Information relating to services, events and programs where the City has a partnership/ sponsorship relationship with an organisation residing within or outside of the City
- Information for services, events and programs provided by local, not-for-profit organisations that service the City such as government agencies, schools and educational institutions, cultural and theatre based organisations
- Collections of art/craft created by community or school groups can be programmed in a specific display area and linked with Library programming.

### What cannot be displayed

- Personal advertisements and notices
- Notices of items for sale or rent
- Information relating to a commercial business where all or part of the profits go to the business or presenter
- Material intended for religious conversion and/or promotion
- Political material printed by or supporting one candidate or party or political issue
- Obscene or defamatory material
- Material intended to incite violence or public insurrection



### Responsibility and Presentation

- All community information will be assessed before being displayed.
- Display material in a language other than English must be accompanied by a brief summary in English.
- Materials for display must be of a reasonable standard for presentation.
- Information will be displayed by staff and checked at regular intervals to ensure the information is current, presentable and adheres to the guidelines.
- Space restrictions will impact on what is displayed and for how long.

### Submitting information

- Display material may be left at the service desk at any City of Joondalup Library for consideration.
- If it is deemed unsuitable for display it will be disposed of, or the requester may leave their contact details if they require the information to be returned.

### Online Community Information

The City also hosts a Community Directory and an Events Calendar accessible on the City's website at [joondalup.wa.gov.au](http://joondalup.wa.gov.au). Contact Community Information on **9400 4705** or email [comminfo@joondalup.wa.gov.au](mailto:comminfo@joondalup.wa.gov.au) for more information.