

Community Content for Display policy

Display of material on noticeboards and use of display space in libraries

Purpose Connecting people, inspiring discovery, enriching communities.

Christchurch City Libraries actively practices biculturalism, supports diversity and aims to be representative of all our Christchurch communities.

Our libraries serve the whole community and seek to reflect the interests and opinions of all members of that community.

Our libraries endorse the [LIANZA Statement on Freedom of Information 2020](#) and the [IFLA-UNESCO Public Library Manifesto 2022](#)

Ngā Aho, our Bicultural Plan says “Our spaces are developed and maintained to a standard to suitably manaaki our manuhiri”.

This policy explains the criteria for accepting community material.

Scope

This policy applies to material supplied to be displayed on noticeboards, and the space provided in our libraries to support and represent the community.

Exhibitions are covered separately (see references and related documents).

Manaakitanga: will be at the heart of supporting community content in libraries.

Whanaungatanga: which ensures respect and uplifting the mana of library users will be the guiding principle at all times, especially when acknowledging alternate views. No content may denigrate or present negative images of another sector of the community.

Kaitiakitanga: Libraries cannot accept liability for any loss or defacement. Libraries will provide a disclaimer that the views expressed in community content are not those of Christchurch City Council. Where space is limited, priority will be given to Christchurch City Libraries and Christchurch City Council.

Māramatanga: Use of community display space is at the discretion of individual community libraries.

Tūranga: Given demands on space and the unique role of Tūranga as Christchurch’s metropolitan library, Tūranga does not provide space for display of community material.

Procedure

We are unable to accept:

- Surveys and petitions
- Party political material or material endorsed by political parties
- Material of a commercial nature (including babysitting and flatmates)
- Anything that contravenes the law or encourages people to break the law
- Anything that uses language or images that could be considered offensive or disrespectful
- Fundraising and appeals (collection boxes, lost pets, or property)

Promotional material and notices in libraries

Guidelines for having your material displayed and distributed:

- Drop off your material to any library in the Christchurch City Libraries' network and give it to a staff member so that it can be sent to a central distribution point for consideration
- Your material must represent a named non-profit organisation
- Please provide your contact details
- Material is distributed once a week, time permitting
- We are unable to send material back to you
- We may not be able to display the material provided because of space restrictions
- We are unable to accept any digital material for display on our screens
- Where we have a partnership with an organisation their material will be prioritised for display

Most Christchurch City Libraries have designated space available to display relevant and informative notices.

The material will be displayed for a limited time.

Community displays/use of space in libraries

We need to gather information from you in order to process your request. Please complete this online form: <https://my.christchurchcitylibraries.com/display-community-libraries/>

We will advise you if we are able to provide a display space for you within five working days. Items must be collected on the last day of your display. If you fail to collect the items within 7 days of the last day of the display, Christchurch City Libraries reserves the right to dispose of them.

References and related documents

Document	Link
Application to hold an exhibition at Tūranga	https://my.christchurchcitylibraries.com/exhibition-proposal-form-for-turanga/
CCC Te Rautaki Mātāwaka Rau - Multicultural Strategy	Multicultural Strategy : Christchurch City Council (ccc.govt.nz)
CCC Te Haumako Te Whitingia - Strengthening Communities Together Strategy	Strengthening Communities Together Strategy : Christchurch City Council (ccc.govt.nz)