
Policies

COMMUNITY DISPLAY CASES

Introduction

Guidelines for accepting requests for use of the display cabinets follow very closely the guidelines for community notice boards.

Guidelines

In general, do not permit use of display cabinets for commercial advertising, especially of commercial products. The emphasis should be on services and community education and whether the display is in the public interest, not on profit making enterprises.

However, it has sometimes been the practice to display art and craft of local artists and crafts people which has been available for sale. This usually occurs when the artist or crafts person is offering a free talk or demonstration in the library.

Criteria for accepting or refusing displays

- Displays should not be discriminatory or defamatory
- Displays should not be offensive in presentation or content
- Displays should not promote a particular political party, e.g. electioneering propaganda, or a particular religious group or sect
- Displays presenting a controversial viewpoint, e.g. wood-chipping, anti-abortion, are acceptable if in the public interest, are in good taste and are not offensive in content or tone
- Displays by schools may be of their work only and may contain the name of the school but no promotional material

Access Principles

As many organisations as possible should have access to display space. For reasons of equity, it is not desirable that schools or other organisations or individuals 'make the rounds' of all the branches to present their displays.

- People requesting space should be asked what use they have made of other ERLC display facilities, and how recently, before bookings are agreed to. One booking per year in the Region is reasonable. Organisations and individuals should not have the expectation of regular permanent bookings.
- Preference should be given to local individuals, organisations and services and those with limited opportunities of access to display space

Display Maintenance and Presentation

- Displays should be kept current – change monthly as a minimum
- Displays must meet a high standard of overall presentation, e.g. no hand-written signs
- Displays should contain details of the sponsoring individual or organisation, including a contact number
- Displays should be accompanied by a list of the contents
- Displays should be assembled and dismantled by the sponsors
- Any arrangements for sales of items displayed should not involve staff

Insurance

Responsibility for insurance depends to some degree on who has requested the use of the display facility. If an individual or group requests to use it, then they can reasonably be expected to take out insurance cover. If they display items of particular value, then they should be requested to show proof that they are insured.

If ERLC staff request an organisation or individual to lend items for a display, then ERLC is responsible for insurance.

ERLC's public liability insurance may cover some more valuable items. . However, items valued at less than \$30,000 are not covered by public liability insurance. This may apply to one item or a group of items. Special insurance may be required in some instances.

Any items damaged or stolen whilst in the 'care, custody or control' of ERLC are the responsibility of ERLC

Staff should check insurance status of items lent in this way before accepting them for display.

Full details of any damage or loss must be reported to Support Services immediately, who will follow-up on recompense arrangements.

Care should be taken to ensure that display cabinets are well maintained with regard to security.