

Community Notices and Displays Guidelines

HB Williams Memorial Library



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Associated Documents:	Library Room and Event Bookings (emerging) Cultural Activities Activity Management Plans Gisborne District Council Long Term or equivalent Plans Local Electoral Act 2001 Electoral Act 1993 New Zealand Bill of Rights Act 1990 Hate Speech – sections 61 and 131 of Human Rights Act 1993 Film Video and Publications Act 1993 Staff Guide to 'official information requests' Under LGOIMA or the Privacy Act 2024

1. Introduction

Gisborne District Council's HB Williams Memorial Library (the library) recognises that guidelines pertaining to posting of notices, informational materials and displays within the facility are an important means to support access to information, particularly pertaining to Tairāwhiti.

The library aims to provide easy access to information and informational materials so that members of the community can meet their civic, cultural, educational, intellectual and recreational needs.

Notices, informational materials and displays may be contributed by library staff, members of the community and community groups and are an important means of providing this access to information within available spaces.

2. Definitions

Community Notices: Includes public notices and announcements mostly related to upcoming events, services, and opportunities submitted by groups, individuals and Gisborne District Council related to or near Tairāwhiti.

Displays: a predetermined presentation located in a space allocated by staff either on behalf of library or a community group or an individual.

Digital Displays: a presentation during an event or an unattended passive loop displayed on a screen allocated by staff.

Informational materials pamphlets, including consultation materials and publications of Gisborne District Council

Petitions: a formal written request, typically one signed by many people, appealing to an authority in respect of a particular matter.

Political: refers to matters concerning an organisation and governance of a state, society, or community. In context of these guidelines, it mainly refers to Party materials.

Room bookings: Public bookings of spaces and rooms within and outside library facility including Mairerangi Scorpius, Mahutonga Southern Cross (for hire), Matariki Pleiades, Tauroru Orion, Puanga Rigel, Takurua Sirius, Atutahi Canopus, Rehua Antares rooms and spaces.

3. Scope

- These guidelines primarily cover protocols associated with community notices, informational materials, petitions and displays for staff use.
- Delivery of programmes, events and room bookings are excluded.
- User-friendly content explaining guidelines for print and website is excluded.

4. Principles

Staff values are the guiding principles when applying Community Notices and Displays Guidelines:

- People are at the heart of everything we do
- We are kind, honest and helpful
- We work together to achieve better outcomes
- We do what we say we're going to do
- We are the guardians of our community's future

5. Criteria for acceptance of notices, informational materials, petitions and displays

General

- All approved material will be dated and displayed for at least one week.
- If space is limited posting may be delayed to a date closer to the event.
- Priority will be given to notices with a specific date period.
- Display and community notices spaces may include a statement indicating any views expressed are not necessarily those of Gisborne District Council.
- Library staff will post notices and designate space for displays and petitions

Exclusions

- Commercial or private advertisements are not accepted.
- Party political material is not accepted.
- Religious material, apart from event notices or services to the community is not accepted.
- Materials used to encourage anti-social behaviour, be defamatory or contravene New Zealand law will not be accepted.

Community Notices

- All approved material will be dated and displayed for at least one week.
- If space is limited posting may be delayed to a date closer to the event.
- Size – preference is no larger than A3 unless agreed.

Displays and Digital displays

Displays

- Displays should reflect a benefit to the community as a whole. Every effort will be made to ensure a balance in the displays provided, so that over time no one viewpoint or subject is overrepresented. The Library will as appropriate, seek material from organisations for display in order to ensure balance is maintained.
- Material to be displayed must meet minimum standards of literacy and decency and must not be defamatory or incite people to break the law. All material displayed must indicate the name of the responsible group or individual with a contact address or phone number.
- The Library cannot be responsible for the loss, defacement or return of materials and reserves the right to dispose of left materials as it sees fit. Defaced material will be removed from display.
- Where a display incorporates Library materials, the Library reserves the right to ensure that these represent a balanced cross-section of views, especially where the topic may be controversial.
- Displays are accepted at the discretion of the Library Service Leader or their delegated representative.

Digital Displays

Digital display screens are located on all levels of the library.

- These screens can be used for the advertisement of community events.
- Use of the digital display screens by community groups is at the discretion of library staff.
- Community notices must be submitted electronically and should be of high resolution and preferably in a landscape format.

Petitions

- Are accepted, however, the library takes no responsibility for their security or return.

Care and Disposal

- Collection by customer of display material or notices is to be pre-arranged and will not be kept longer than one week following expiration or agreed collection date.
- Staff will not accept responsibility for leaflets or petitions.
- Staff may dispose/recycle unused or surplus materials or date-expired petitions.

Comments or complaints

- To be submitted in writing.
- Staff will not accept any form of abuse at any time.

6. Roles & Responsibilities

Accountabilities for responsibilities are to ensure effective guideline implementation:

Responsibility tree	Aspect
Library Staff Customer Experience Librarian: Reader's Advisory Principal Customer Experience Librarian Library Service leader	- Acceptance of display and agreement to conditions by customer - May or may not include materials support e.g., staff, books on a topic, furniture
Library Staff Customer Experience Librarian: Reader's Advisory Principal Customer Experience Librarian Library Service leader	Acceptance of community notice and agreement to conditions by customer
Customer Experience Librarian: Reader's Advisory Principal Customer Experience Librarian Library Service leader	- Display and community notices spaces may include a statement indicating any views expressed are not necessarily those of Gisborne District Council. - Display scheduling - Community notice acceptance and posting - Maintain currency of notices and displays - Contact customers to collect display materials if required - Disposal processes
Library Service Leader Cultural Activities Manager	All material accepted at discretion of Library Service Leader or her/his representative
Principal Customer Experience Librarian Library Service Leader	Complaints

7. Documentation and Maintenance

This will include:

- Review guidelines biennially.
- Review of guidelines at change of law that may impact council policies.
- Complete agreement for hire of library rooms and spaces before 1 June 2026.
- Design and complete user-friendly version of document for website and flyer before 1 July 2026.