

Division / Branch	Environment and Human Services / Hornsby Shire Library and Information Service
Responsible Officer	Manager, Library and Information Services
Endorsed by General Manager / ExCo on	7 August 2013
Amendment History	
Related Determinations / Policies	Library Services Determination
TRIM Folder	F2010/00025

Introduction

Hornsby Shire Council, through its library network aims to provide access to a wide range of program, exhibition and display opportunities to support the educational, recreational and cultural needs of the community. Hornsby Shire Library and Information Service operates within the legislative framework of the New South Wales Library Act and related legislation.

Responsibility

Responsibility for programming, exhibitions and displays rests with The Manager, Library and Information Services who may delegate responsibility to various staff members with particular subject, genre, resource or professional expertise.

Determination

The aim of this determination is to make clear to all Council officials, including councillors, members of staff, delegates of Council and members of the public the framework for programs, exhibitions and displays to be held in Hornsby Shire Libraries and explains the terms and conditions of these activities.

Programs, exhibitions and displays are offered to the community in a variety of contexts including talks, workshops, storytimes, holiday activities, courses, special events and viewings for the general public.

Programs, exhibitions and displays will complement Library collections and services and will be relevant to the educational, recreational and cultural needs of the community. They will aim to benefit the community by:

- Being responsive to current and emerging interests
- Serving as a forum for ideas and cultural sharing, information gathering and education
- Promoting cultural awareness
- Developing information literacy
- Offering training and assistance with new technologies
- Fostering a love of reading and learning
- Providing early literacy experiences to young children
- Providing a safe, welcoming environment for meeting with others
- Community awareness /development.

Program, exhibition and display development methods

Selection of topics, courses, exhibitions, displays, classes and events and their presenters will be made by library staff on the basis of interests and needs of library users, the community and compatibility with the library's mission and goals.

The following criteria are used on making decisions about program topics, speakers and accompanying resources, exhibitions and displays:

- Community needs and interests
- Focus on local or Australian content
- Budget and cost of program
- Space required for program
- Presenter's/exhibitor's background/qualifications in the subject area
- Relevance/appropriateness to the library's goals
- Staff time.

Requests from individuals to present programs will be considered against the same criteria. The public are encouraged to suggest topics for future programming, exhibitions and displays.

The library supports the exhibition and display of work by the community including local groups, people with disabilities, school children and youth, seniors, specialists and culturally and linguistically diverse community members.

Procedures

1. Programs

1. The library's philosophy of open access to information and ideas extends to programs. Library programs will not exclude topics deemed controversial. Presentation of such programs does not constitute an endorsement of the topic by the library. Where possible, the library will provide opportunity for the expression of differing viewpoints of controversial issues.
2. The library will not offer programs of a purely commercial nature, including, but not limited to presentations offered for free but with the intention of soliciting future business.
3. The library does not endorse opinions expressed by any attendee nor any business or service which may be referred to as part of a presentation.
4. The sale of products at a Library program is not allowed except where the library, to encourage reading, writing, and an appreciation for culture, may give writers, performers and artists, or their agents, prior approval to sell their own works at events. The collection of payments for sale of products is to be handled by the writer, performer or artist and/or their agent.
5. Library programs will endeavour not to duplicate programs offered within the community, unless they support the library's mission and strategic goals, there is sufficient local interest and library resources are available to support duplication.

6. The library may co-sponsor programs with other agencies, organisations, and businesses when they are compatible with the library's mission and strategic goals. Co-sponsored programs must include either participation by library staff to plan and develop program content, provide logistical support or include information about library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the library and potential partners.
7. Co-sponsors must coordinate marketing efforts with library staff and Council's Strategy and Communications staff.
8. The library reserves the right to set age limits for all programs. Physical coordination, size or skill level, and understanding are often the key to the success of a program, and participants outside the age range require extra attention which may affect the quality of the program and enjoyment of others.
9. Children under the age of 7 years and attending an event must be accompanied by an adult during the session and at all times. Council reserves the right to withdraw a child from an activity if his/her behaviour is unsatisfactory. An adult to child attendee ratio limit may apply.
10. Craft implements may be involved in workshops which may result in personal injury or damage to property and Council does not accept responsibility for any injury or costs which may arise from this activity. Where an event requires issue of a ticket, receipt of the ticket implies attendee and/or parental acknowledgement of these inherent risks.
11. All library programs are open to the public. A fee may be charged for attendance, entry fees are not refundable except where the library has cancelled the program.
12. For planning reasons, registration will be required for most events. The library reserves the right to limit the attendance at events due to wishes of the presenter, space or other considerations. A waiting list may be compiled and efforts made to confirm attendance prior to the event or program.
13. The library reserves the right to cancel programs due to insufficient numbers, lack of availability of the presenter or other unforeseen circumstances.
14. The library is not responsible for the content or execution of programs which have been initiated by external groups and organisations and are not co-sponsored with the library, including programs using hired library meeting spaces as a venue.

2. Exhibitions

1. Hornsby Central Library provides the community temporary space for exhibitions of art. The space is additional community space.
2. Applications for use of this space should be made by using the request form. The application must be signed by the artist or group representative.

3. Council reserves the right to terminate an exhibition at any time, or to direct that an exhibition be relocated or removed.
4. The Council retains the right to accept or reject a request to exhibit material.
5. Exhibitions will be displayed for predetermined period and installed and removed at agreed times and dates.
6. The exhibition spaces are public places and there are periods where there will be minimal or no supervision by staff. The Library does not guarantee the security of the exhibit.
7. Exhibitors are responsible for:
 - Meeting any publicity, advertising and opening costs associated with the exhibitions
 - Designing the list of works and labels which must meet library standards
 - Providing insurance against theft and damage
 - Ensuring that the exhibition is ready for installation at least one day before the exhibition opening.
 - Providing personnel for installation and removal of the exhibition.
 - Obtaining copyright permission for the use of any material by other contributors mentioned in publicity.
 - Returning the exhibition area to the original state.
8. The library will provide insurance for public liability for visitors to the exhibition.
9. The Library may publicise the display on Hornsby Council's website at www.hornsby.nsw.gov.au
Artists will need to sign a copyright release form to enable their work to be used on the webpage.
10. Exhibitions will be available for viewing only during library opening hours.
11. The library will not act as a vendor in the sale of works. Interested persons must liaise with the artist.
12. Any works that change ownership during the exhibition period are not to be removed until the close of the exhibition.
13. The library is unable to offer any storage space.

3. Displays

1. Hornsby Shire Libraries provide temporary display spaces for the community.
2. Applications will be dealt with in the order in which they are received and will be considered subject to the time and space available.
3. Interested groups will need to complete a Request for Display Material application form.
4. The Library retains the right to accept or reject a request to display material



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5. Displays from non-profit community groups, government and semi government organisations, craft and professional guilds and health organisations will be considered.
6. Displays of a commercial or political nature will not be accepted.
7. A person or representative from an organisation is responsible for setting up and removal of the display. The library cannot accept responsibility for storage of display material left beyond the completion dates.
8. The Library assumes no insurance liability for materials on display and will not at any time be responsible for any loss of or damage to the display.
9. Material must be removed on the agreed dates

Applicability

This guideline and procedure applies to all programs, exhibitions and displays.

Variation

Council reserves the right to vary or revoke this determination. Variations will be communicated to staff and members of the public

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