

# Ku-ring-gai Library

## Guidelines for Community Noticeboards

Community Noticeboards are provided in each Ku-ring-gai Library to display information about community groups, services, facilities, programs and events in the local area.

Materials for display may include posters or pamphlets promoting:

- not-for profit organisations
- self-help and well-being groups
- community groups & events
- not-for profit educational services
- cultural events.

Notices must clearly state key information such as the organisation's name, contact details, time, location, and any costs associated with the program or event. The Library welcomes notices in languages other than English. Please also include key information in English where possible.

To display materials on the Community Noticeboards provide a copy to Library staff. If materials are determined to be suitable they will be displayed as space allows in the designated area, generally for a maximum of two weeks.

Ku-ring-gai Library reserves the right to refuse to display any materials. Any materials deemed inappropriate, offensive or discriminatory in nature will not be displayed. Materials of a commercial or personal nature will not be accepted.

Priority for display will be given to notices for services in the Ku-ring-gai area. Notices from areas outside Ku-ring-gai will be displayed as space allows.

**Enquiries: 9424 0120**