

## Displays and Exhibitions in Libraries

### Principles

Libraries Unlimited supports and encourages access to information for all, enabling individuals to make informed decisions. It welcomes the representation of different points of view even if those views may relate to controversial topics.

A notice will be exhibited in all libraries stating "The views expressed in any display, poster or leaflet on library premises do not necessarily reflect those of Libraries Unlimited, nor does Libraries Unlimited endorse any goods or services advertised".

### Acceptability

Subject to the availability of space, a reasonable standard of physical presentation, and the conditions detailed below, Libraries Unlimited will accept displays, posters and leaflets in libraries.

Advertising of commercial goods and services will not normally be acceptable, unless there is a specific agreement in place with Libraries Unlimited.

Advertising of job vacancies is permitted for volunteer and Libraries Unlimited job vacancies, and jobs advertised on officially sanctioned Jobcentre boards only.

Displays, posters or leaflets will not be accepted for display if they are:

- Of a party political nature, produced by official political parties or affiliated organisations or seek to persuade the public to a particular party political view
- Illegal or offensive to public taste and decency
- Appealing for money or donations, unless an exception has been agreed by Libraries Unlimited

Library staff reserve the right to refuse displays, posters or leaflets which:

- Are deemed capable of provoking a breach of the peace
- Are of a personal nature
- Where highly emotive, strident or abusive language is used
- Where a formally constituted group or organisation is not identified as responsible for the information, and where no contact details are included

No petitions or canvassing are allowed on library premises. Surveys and questionnaires, other than those generated or specifically sanctioned by Libraries Unlimited, are not normally permitted on library premises, but may be included in the context of a display. Representatives may staff their displays, but may not approach members of the public direct.

Posters and leaflets may only be placed on display by members of library staff, except in cases where a specific noticeboard is dedicated to the use of a named

organisation. Any posters or leaflets displayed in contravention of this condition may be removed and destroyed by library staff.

Posters and leaflets will be displayed for limited periods only, subject to space considerations, with priority being given to local information materials. They may be removed by library staff when a reasonable period has elapsed (in the case of posters, normally no longer than 2 weeks), or when an advertised event has taken place.

Posters and leaflets sent by email, if acceptable for display, will normally be referred to the sender for printed copies to be supplied, except where there is an agreement to print and distribute copies.

Donated periodicals will be displayed only if they are such that the library would have considered acquisition or purchase in line with current stock policy and if space allows.

Posters, leaflets and periodicals which are not acceptable for display may, at the request of the provider, be placed on file for a limited period and made available to any enquirers.

### **Terms and conditions for displays**

The following terms and conditions supplement the general policy for displays, posters and leaflets in libraries:

#### **Booking terms**

The maximum display period is normally two consecutive weeks. Exceptions may be made for displays supported or promoted by Libraries Unlimited.

Each organisation will normally be permitted only one display within the period of a year, plus one as part of an "umbrella" display.

Advance bookings will be accepted, normally up to 12 months ahead.

All bookings must be made by arrangement with the Manager or Supervisor of the library in question.

Booking or hiring of a display slot does not entitle the booker / hirer to exclusive use of the display space.

While every effort will be made not to cancel bookings, Libraries Unlimited reserves the right to do so. In such an event any charges paid will be refunded, but the library will not be responsible for any other losses.

### **Responsibility statement**

All displays are required to show details of the person or organisation responsible for mounting it, together with contact details through which the press and public may contact the organiser direct.

### **Loss and damage**

Libraries Unlimited is not responsible for loss of or damage to any exhibit arising from negligence or otherwise and it is the responsibility of the booker / hirer to arrange any necessary insurances.

Bookers / hirers are required to make good any damage to the premises or to its contents by themselves or by anyone assisting them with their display, other than that due to fair wear and tear. They will be responsible for and indemnify Libraries Unlimited in respect of all claims arising out of their use of the premises, whether for damage to property or injury to any person, including damage to their own property or injury to themselves.

### **Health and safety**

Bookers / hirers wishing to use their own electrical equipment on library premises are responsible for ensuring that the equipment is safe and is used in a manner which conforms with its operating instructions, and will be required to complete a "Request to use electrical equipment on library premises" form.

While a few libraries have display boards which can be made available for use on the premises, most do not. Bookers / hirers supplying their own boards must ensure that they are suitable for the purpose and do not pose a health and safety risk (see also under Loss and damage above).

### **Setting up, dismantling and transporting displays**

Displays which have not been removed by the agreed time and date may be dismantled by library staff and a charge in compensation for the time incurred may be levied. If they are not collected within a reasonable period, library staff will be at liberty to dispose of them in whatever way thought fit. Any charges incurred for such disposal will be reimbursed by the booker / hirer.

Assistance cannot be given in setting up or dismantling displays or in moving them to, from, or between libraries.

### **Charges**

Standard charges will apply for certain categories of display, as detailed below. The rate of charge quoted is that current at the date of adoption of these Terms and Conditions, and will be reviewed annually as part of the Fees and Charges review process. In the case of displays not falling clearly into one of the categories below, the decision of the Chief Executive of Libraries Unlimited is final.

### **Exempted categories**

No charge will be made for the following, provided there is no advertising or selling of goods:

- Displays organised or invited by Libraries Unlimited
- Displays or consultation exercises organised by local or national government
- Local or national clubs, societies and organisations
- Amateur art / craft groups not selling goods or accepting orders
- Non-commercial art / craft demonstrations with no implicit or overt sales of goods or services

### **Basic charge**

The following scale of charges will apply per week or part of a week:

- Exeter Library: £100
- Barnstaple Library: £75
- Branch libraries: £50

These charges will apply to the following groups and organisations:

- Independent schools
- Health centres / groups where any or all of the services promoted are private
- Tourist attractions
- Individual art / craft workers or amateur art / craft groups selling items or accepting orders.
- Art / craft groups and individuals may choose instead to pay 20% commission on all sales / orders plus VAT. In such instances, a refundable deposit of 20% of the above rates may be required before the booking take place.

Where very small display areas are used or where the display is for one or two days only, a proportion of the above charge may be waived at the discretion of the local library manager or Supervisor, subject to a minimum charge of £10. In some libraries a fixed lower rate may apply for small defined areas such as wall cases.

### **Commercial charge**

Companies, business, or other organisations selling goods or services, not covered by the definitions above, will be charged double the above rates, without the commission option.

### **Takings**

If selling goods or services, the hirer or his / her representative will be wholly responsible for sales and for the securing of any takings.

### **Payment terms**

All hire fees must be paid in advance, within 2 weeks of acceptance of the hiring, failing which the hiring may be cancelled. Any required deposit for commission based bookings must be paid before the display takes place, and a written statement of total sales / orders or nil sales / orders sent to the library within four weeks of the end of the display period. The hirer will then be invoiced for 20% commission on sales plus VAT and the deposit returned. If no return is received within four weeks, the deposit will not be refunded.