



Use of Library Facilities as a Communications Channel

Category or Type	Guidelines
Originally approved by, date	University Librarian, 18 October 2012
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Sponsor	Associate University Librarian – Central Services
Responsible Officer	Client Services Manager
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Purpose

To ensure that use of Library Facilities as a communications channel is consistent and defined for both Library staff and clients

Organisational Scope

University Library system

Definitions

The Library spaces across the University have a high foot count and are attractive areas that can be used to communicate events and activities. These may include requests for specific displays or requests to put up posters, flyers or pamphlets. A poster guide, maintained by the Client Services Manager, provides details of acceptable poster, flyer or pamphlet material.

Library facilities and spaces refer to public areas in the libraries and not seminar rooms or other study and learning spaces.

Content

Use of facilities and spaces initiated by Library staff

- Library staff wishing to make use of Library spaces must discuss their initiative with their Supervisor or Manager before approval is sought from their EMG member
- All such initiatives must support the University's mission and/or academic programmes
- Approval to proceed can only come from the Executive Management Group
- Initiatives should not require the deployment of equipment (such as computers or display units) or additional services. If equipment and/or technical support is required the Library staff member organising the event or activity will place a request with the appropriate unit.

Use of facilities and spaces initiated by other parties

- Requests to make use of the Library's facilities and spaces must have a demonstrable link to the University's mission and/or academic programmes

- It is unlikely requests from outside the University will be able to be entertained and requestors should be advised of this
- Email requests for use of facilities/spaces may be made by filling in the Proposal for the Use of Display Spaces template and sending to ask.library@otago.ac.nz
- Advertisements for paid services or materials from student groups or individual students are not displayed
- Library staff must apply judgement and sensitivity to any request. If necessary, requests should be referred to their EMG member
- University of Otago departmental staff wishing to make use of the Library's facilities and spaces must also be able to demonstrate how the activity supports the University's mission and/or academic programmes
- Apart from posters, flyers and pamphlets that are accommodated on the bulletin boards in the libraries, communication of events and activities can only be provided using the Library's digital display capabilities. These displays must be provided in PDF and be well designed and professionally presented
- Approval to proceed can only come from the Executive Management Group

Display of material

- As a general rule, displays of physical material are not carried out
- Purpose-built cases are available for display of material at the Robertson Library. This facility is available to exhibit a programme of works endorsed by Otago Polytechnic staff such as works from Otago Polytechnic post-graduates or students graduating from the School of Art. Use of these cases rests on the criteria that the display supports the University's or Polytechnic's mission and/or academic programmes
- The Library cannot curate, manage or oversee displays that are to be mounted. If a series of works are to be displayed it is the responsibility of the department to manage these.

Related Policies, Procedures and Forms

Proposal for the Use of Library Display Space available for download from [here](#)

Photographing or Filming within the University Library available [here](#)

Digital Sign Content available on the Library wiki

Contact for further information about this Policy

Client Services Manager