

**POLICY TITLE    Orange City Library – Community Use****CATEGORY****ST091****112/212/25/7****OBJECTIVE**

To formalise the use of the Orange City Library by individuals and community groups for events and programs that are not developed as partnerships with the Library or do not form part of the Library's component of Council's Management Plan.

**GENERAL**

Orange City Library, a member of Central West Libraries, is widely recognised as an encompassing, safe and accessible community space. The Library offers a wide and diverse range of programs and activities to meet the strategies outlined in Council's Management Plan. Many of these are developed co-operatively with key stakeholders.

Occasionally the Library receives requests by community groups and agencies to use the library's public spaces for event launches, presentations etc. This policy provides guidance in deliberation as to what is suitable.

**PROCEDURE**

Intending users must meet the following criteria

- Be a division of Orange City Council, a community group, a not-for-profit organisation or a government department/agency.
- Provide adequate notice to the General Manager, Central West Libraries. This may entail lead periods of at least twelve months.
- The staging and development of the venture must not interfere with normal public use of the library, and the time and duration of the event is mutually agreed upon by both the Library and the user.
- The user is responsible for:
  - Set up and break down
  - Equipment hire and operation
  - Catering
  - Any staff costs incurred
  - Any additional cleaning
  - Any damages
- All publicity pertaining to such occasions maintains the integrity of the Library and is developed in partnership with the Library, and approved by the Manager Central West Libraries or their delegate.
- The nature of the project reflects and adds value to the Library's programs and activities as detailed in the Management Plan.
- No admission fee is to be charged and an invitation to attend must be extended to all members of the community.

All policies can be reviewed or revoked by a resolution of Council, at anytime.  
This document is scheduled for review in September 2012



- A launch of books and other resources (eg CDs web-sites) will be permitted when they have local content or are by a local author, relate to the library's collection strengths (eg Australian Literature, LIAC), or are produced by Orange City Council.
- The use must comply with all Library Policies and Procedures.

**Responsible Area – Human Services**

	DATE	RESOLUTION	REVISION	DATE	RESOLUTION
1	January 2009	09/453	2		