

Community collateral display guidelines

March 2026

Overview

Libraries ACT welcomes community groups, organisations and individuals to share information about local events, services and initiatives in our branches. These guidelines help ensure that all displayed materials are high-quality, relevant and valuable to our community. Please note: these guidelines apply only to community collateral. Exhibitions are covered separately under the Libraries ACT Public Exhibitions Policy.

Guidelines

To keep our spaces vibrant and useful, displayed collateral should:

- support or enhance community engagement
- provide relevant, contemporary and/or diverse information
- add value to the public space
- enrich the visitor experience in a Libraries ACT branch
- be free of charge non-commercial activities for the public
- comply with ACT Government policies, legislation and guidelines
- be respectful, non-offensive and protect privacy
- meet public safety and accessibility standards
- align with Libraries ACT strategic priorities
- be suitable for display for up to one month
- be presented as 2D, A4 single-sided or DL, suitable for our noticeboard areas.

How to display your collateral

1. Read these guidelines and make sure your material aligns with them.
2. Visit your local [library branch](#) and ask to speak with the branch manager.
3. The branch manager will review your collateral and decide whether it can be displayed based on the guidelines. Note: Some library branches don't have branch managers rostered on all the time you may need to return when a branch manager is available.
4. If approved, you may set up your collateral during business hours, at your own cost.
5. To display collateral at multiple branches, visit each location and seek approval before displaying.



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