Community Services Space at Wollongong Library Conditions of Use

Wollongong Library offers community service organisations a bookable space within the library to facilitate community outreach and access to information.

Community Service organisations and Non-Government Organisations can book the Community Services Space on the ground floor Monday – Saturday for a half or full day. Mon-Friday 9.30 - 1.00pm, 1.30 - 4.30pm; Saturday 10 - 2.00pm.

Conditions of Use:

1. Bookings can be made in person, by phone on (02) 4227 7414 or through the online form on the libraries' website. A confirmation email will be sent once the booking has been confirmed. Bookings can be made up to 12 months ahead.

2. Organisations will need to provide banners/and or advertising and will be able to speak to clients and interested library customers within the building. This is a consultative service and providers must not actively canvas customers who are in the library. Payment cannot be sought from library customers.

3. A study room on Level 1 may be booked if there is a need for private consultations as a result of initial discussions.

4. All use of the service must be in accordance with the WCC Library Display Facilities - Management Policy.

5. Providers who wish to create a long term partnership will require a formalised agreement with Wollongong City Council.

6. The space provided is in a public library area where there will be minimal supervision by library staff.

7. Advertising of the service may be done by the Library in-house or online, we encourage providers to advertise their outreach session in the Library through their networks.

8. Services/information provided should reflect a community need and fall within Wollongong City Council values. There must not be bias or a breach of State or Federal legislation relating to discrimination, racial vilification, defamation or animal welfare. Any information or service provided must not be offensive.

9. The Community Services Space must be vacated at the end of the booking time and all materials brought in must be taken with you.

10. Wollongong City Council does not accept care, custody or control of the information service.

11. Providers are not covered by Wollongong City Council insurance.

12. Wollongong City Libraries retain the right to accept or reject a booking request at the discretion of the Library Manager.

WCC Library Display Facilities – Management Policy and online form can be found here:
www.wollongong.nsw.gov.au/library/services/Pages/communityinformation