Guideline: Messages on Library Infoscreens

Purpose

Provides guidance for approval and management of messages on Infoscreens in ANU libraries.

Definitions

Infoscreen: The screen providing digital information to library users at locations in the ANU libraries. The system currently uses xibo for managing the display of information

Guideline

The primary purpose of the Infoscreens is to display information that is relevant to users of the ANU libraries to assist them in their study and research. Material displayed reflect the priorities of the University.

The Infoscreen displays are an important part of the visible ANU identify and use the ANU corporate templates.

Material is made available through the screens that:

- highlights information on the ANU Library, Archives and Press such as opening hours an, exhibitions and service changes
- encourage knowledge of ANU collections and ANU events relevant to the student community in particular
- encourages research and education activities of the university.

Information may displayed that is promotes activities of the university outside of Scholarly Information Services such as research student conferences and SELT surveys.

Information screens may also be used to display information for students from PARSA and ANUSA that is consistent with the principles above.

Screens are generally on display for 3 weeks, except for opening hours and important messages from the university (such as COVID-19 messages). Messages can be on

display for a longer period, for example to encourage visitation to exhibitions in the Menzies Library.

When there are more requests for screen places that are reasonably available the SIS Executive and Library Managers Group will review and prioritise the screens displayed.

Note a limited number of slides are displayed in order to ensure effective communication the library users.

The Infoscreens are not used to:

- promote commercial products for students or others to purchase
- external organisations
- activities not relevant to teaching or research.

Approval and review

Approval of content for screens is consistent with the approvals of social media:

- Associate Director Libraries approves library screens
- Associate Director Archives approves archive screens (such as the annual lecture and exhibitions)
- University Librarian approves all other screens.

The SIS Executive and Library Managers Group can review any decisions that require further consideration.

Roxanne Missingham

University Librarian

7 June 2021

REVIEW date: 7 June 2024

Attachment 1. Technical details

Time of display:

Placements are typically only visible for 5 seconds.

Content:
Best when message is

- a simple message (ie. what/when/who)
- a clear call-to-action

File types
- either JPEG or PNG
- no compression (maximum file size)

Size/resolution (HD 1080p)
- orientation: landscape
- pixel size: 1920x1080
- resolution: 72dpi
- colour mode: RGB