



# LIBRARIES ACT

## Exhibitions and Displays Policy

June 2011

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### 1. Purpose

The Libraries ACT Exhibitions and Displays Policy outlines the framework for exhibitions and displays to be held on Libraries ACT premises, and explains terms and conditions of exhibitions and responsibilities of exhibitors.

### 2. Scope

This policy applies to all exhibitions and displays, hereafter referred to as exhibitions.

The policy does *not* apply to organisations, groups and individuals wishing to provide a limited number of posters and/or brochures for general promotion and/or community information purposes. For such purposes, posters and brochures may be displayed subject to available space, suitability, and the discretion of library staff. Please refer to *Distributing information and promoting events to the community via the Libraries ACT policy* at the end of this document for further information.

### 3. Principles/Objectives

ACTLIS provides public spaces visited by a diverse community.

A range of exhibition facilities are available to enable organisations, groups and individuals to display and share objects and information.

Exhibitions hosted by ACTLIS are expected to contribute to or reflect the education, culture or history of the local community.

Access to exhibitions is only available during library opening hours.

### 4. ACTLIS Responsibilities and Terms and Conditions

ACTLIS will:

- a. Consider exhibition applications in the order in which they are received;
- b. Assess applications based on criteria including:

- i. Educational, cultural or historical relevance;
  - ii. Visual interest and cohesiveness; and
  - iii. Suitability for public viewing by all ages.
- c. Notify applicants in writing that their application has been accepted or declined.

ACTLIS reserves the right to:

- d. Accept or decline an exhibition;
- e. Remove any exhibition item or material without notice;
- f. Determine and modify the exhibition period;
- g. Install any exhibition in place of any exhibition which is not installed on the agreed date.

## 5. Responsibilities and Terms and Conditions for Exhibitors

It is a condition of acceptance that exhibitors must ensure all exhibitions are:

- a. Of educational, cultural or historical relevance;
- b. Visually interesting and cohesive;
- c. Suitable for public viewing by all ages, including children;
- d. Fit within the designated exhibition space;
- e. Of a high standard;
- f. Meet Occupational Health and Safety requirements;
- g. Not in any way disruptive to the normal routine of the library;
- h. Not promoting a commercial or profit-making business or interest;
- i. Accompanied by signs and labels which are clear, legible and in keeping with the nature of the exhibition;
- j. Clearly identified with the name and address of the exhibitor on the exhibition; and
- k. Accompanied by a mechanism for users wishing to comment on the exhibition.

In addition, the exhibitor is responsible for the following:

- l. Checking, before making an application, that the exhibition space meets their needs by visiting the location concerned;
- m. Installation, erection and placement of the exhibition **on an agreed date and time**;
- n. Maintaining a safe environment while installing and dismantling the exhibition, including ensuring that all exhibition cases are fully secure and locked;
- o. Provision of all materials required for the exhibition, including stationery and other consumables and fixings;
- p. Removal of the exhibition on the agreed date and time, including all recycling and garbage;
- q. Promotion of the exhibition, including provision of any posters, brochures, media coverage and other collateral;
- r. Liaising with ACTLIS in advance to negotiate the details of any events associated with the exhibition (e.g. launch);
- s. Notifying ACTLIS of any VIP guests (e.g. Members of the Legislative Assembly, or Federal Members) invited to attend events associated with the exhibition;
- t. Maintaining the exhibition throughout the time it is on display to keep it in a clean and safe condition within the agreed space;
- u. All insurance associated with the exhibition;
- v. All costs associated with the exhibition;

- w. Indemnifying and defending ACTLIS and its staff against any existing or future claim, suit, demand, action or proceeding (including costs and expenses) by any person arising from:
  - i. Any damage, injury, death or loss to property and person caused by any act or omission of the exhibitor, its employees, agents or contractors; or
  - ii. The infringement, or alleged infringement, of the intellectual property rights of any person in connection with the display or exhibit.
- x. Making good any damage caused to the exhibition site, including facilities and equipment, during the course of the exhibition period or during its removal. If the exhibitor fails to remove the exhibition or make good any such damage, then
  - i. The material becomes the property of ACTLIS and may be discarded; and
  - ii. Any costs incurred by ACTLIS shall be a debit due and payable by the exhibitor on demand.

## **6. Glossary**

- a. ACTLIS – ACT Library and Information Service
- b. Cultural relevance – celebrates and educates the community about a culture/s, promotes harmony and cultural understanding
- c. Designated exhibition space – exhibition facilities provided by ACTLIS
- d. Educational relevance – supports or contributes to lifelong learning
- e. Event – a function, for example an exhibition launch or workshop, associated with the exhibition and organised by the exhibitor
- f. Exhibition – a display of objects and / or information with a common theme
- g. Exhibition facilities – exhibition cases and / or display boards provided by ACTLIS
- h. Exhibitor – organisation, group or individual/s who apply to display and share objects and information via an exhibition
- i. Historical relevance – relates to the history of the ACT and region, or historically significant milestones of potential interest to the community
- j. Promotion – publicity associated with an exhibition, including but not limited to, media releases, brochures, posters and online content
- k. VIP – guests of local significance, including but not limited to, Members of the Legislative Assembly and Federal Members of Parliament

## **7. References and further information**

Information about exhibitions is available on the library web site [www.library.act.gov.au](http://www.library.act.gov.au). Further enquiries about exhibitions can be made by email [library.customerinfo@act.gov.au](mailto:library.customerinfo@act.gov.au) or phone 02 6205 9000.



## Library Exhibition Facilities

<i>Location</i>	<i>Exhibition or display cases</i>	<i>Display panels or exhibition tracking</i>
<b>Belconnen Library</b>  Chandler Street, Belconnen	2 x glass display cases 690mm high 1700 mm wide 520mm deep	1 x single-sided display panel 2400mm high 1000mm wide  1 x single-sided display panel 900mm high 12000mm wide  Bagged Toucan display panels (double sided)
<b>Civic Library</b>  Civic Square, London Circuit	2 x vertical glass exhibition cases (lockable) ??mm high 890mm wide 890mm deep  3 x horizontal glass exhibition cases (lockable) ??mm high 1200mm wide 600mm deep  <i>Note: All five exhibition cases            must be booked and used            together. Cases cannot be            reserved on an individual basis.</i>	3 x double-sided display panels (on wheels) 1950mm high 1000mm wide  4 metres of exhibition tracking
<b>Dickson Library</b>  Antill Street, Dickson Shopping Centre	1 x glass display case 590mm high 940mm wide	Nil
<b>Erindale Library</b>  McBryde Crescent, Wanniasa	1 X glass display case with two shelves (lockable) 1000mm high 2400mm wide 480 mm deep	1 x single-sided display panel 1500mm high 2000mm wide

<p><b>Gungahlin Library</b></p> <p>Ernest Cavanagh Street, Gungahlin</p>	<p>1 x glass display case with two shelves (lockable) 1000mm high 2000mm wide 500mm deep</p>	<p>Nil</p>
<p><b>Kippax Library</b></p> <p>Hardwick Crescent, Holt</p>	<p>Nil</p>	<p>Nil</p>
<p><b>Tuggeranong Library</b></p> <p>Cowlishaw Street, Tuggeranong</p>	<p>1 X glass display case with two shelves (lockable) 1200mm high 900mm wide 500mm deep And 1 X single sided display panel 1200mm high 900mm wide</p>	<p>Nil</p>
<p><b>Woden Library</b></p> <p>Corinna Street, Woden</p>	<p>Nil</p>	<p>Nil</p>
<p><b>ACT Heritage Library</b></p> <p>Corinna Street, Woden</p>	<p>1 x glass exhibition case 2000mm high</p> <p>1 x glass exhibition case 1000mm high</p> <p>1 x glass exhibition case 1100mm high 2000mm wide 500mm deep</p> <p>Exhibition tracking</p> <p>Note: Applications for exhibitions in the ACT Heritage Library must be considered of historical and / or social significance to the ACT and region</p>	<p>Nil</p>



# Library Exhibition Space: Application Form

Exhibition title / theme	
Contents of exhibition - Please describe / list items including format and quantity (Attach separate list if required)	
Requested location for exhibition	
Educational, cultural or historical outcome for the community	
Start date (Exhibition will be set up on this day)	End date (Exhibition will be removed on this day)
Full name of organisation providing exhibition	
Full name of contact person	
Email	Mobile phone number
Work phone number	Home phone number
Signature of exhibitor (I have read and accept the terms and conditions of exhibitions)	
Date	
<b>Office Use Only:</b>	
Date application received	Application received by (name of staff)
Date application approved / declined	Signature (name of staff)
Date booking confirmed with location	Date exhibitor notified outcome of application



## Confirmation of Exhibition

Attention:

Organisation:

Email:

Phone:

Fax:

This letter is confirmation of your booking of library space for an exhibition as listed below.

If you wish to cancel your booking, please contact the library as soon as possible.

In making your application, you agreed to the terms and conditions of for exhibitions which are outlined in the *Exhibitions and Displays Policy*.

We ask that you visit the location concerned in advance of your booking to check the space meets your requirements.

Exhibition title / theme
Location
Your exhibition must be set up on
<small>If your exhibition is not set up on the day indicated, the booking will be cancelled and allocated to another exhibitor</small>
Your exhibition must be removed on

For enquiries, please contact:

ACT Library and Information Service

[www.library.act.gov.au](http://www.library.act.gov.au)

Phone 6205 9000

Date:



## Declining of Exhibition

Attention:

Organisation:

Email:

Phone:

Fax:

This letter is to notify you that application to book library space for an exhibition as listed below has been declined.

Exhibition title / theme
Location
Time period

The reason ACTLIS is not able to accept the application is indicated below:

- The requested time period is not available – please contact the library by phone to negotiate a different time period.
- The requested location is not available – please contact the library by phone to negotiate a different location.
- The exhibition does not appear to meet the terms and conditions of for exhibitions which are outlined in the *Exhibitions and Displays Policy*.

For enquiries, please contact:

ACT Library and Information Service

[www.library.act.gov.au](http://www.library.act.gov.au)

Phone 6205 9000





## Exhibitions: Frequently Asked Questions

*Please note: All exhibitions are subject to the terms and conditions set out in the Exhibitions and Displays Policy. Exhibitors and potential exhibitors are advised to read this fact sheet in conjunction with the policy.*

### **Does the library have a space where I can put up my own exhibition?**

Individuals, organisations and groups may apply to use designated exhibition facilities. Bookings are subject to availability. Exhibition facilities vary between libraries. A list of facilities is available on the library web site.

### **How do I book space for an exhibition?**

To book for an exhibition you must complete an exhibition application form and submit it to the library for consideration. Applications will be considered in the order in which they are received, and must be made with advance notice. Official confirmation accepting or declining the exhibition will be provided to the nominated contact person.

### **Where will my exhibition be located?**

Exhibitions can be installed in designated exhibition spaces. Facilities vary depending on the location and a list is available on the library web site.

### **Can the library create an exhibition for me?**

The Library is unable to create displays/exhibitions at the request of individuals or organisations. All aspects of exhibitions are the responsibility of the exhibitor.

### **Can someone help me put up or take down my exhibition?**

As the exhibitor you are responsible for the installation, erection and placement of the exhibition, maintenance throughout its display, and its removal at the end of the exhibition period.

### **Who will promote my exhibition?**

As the exhibitor you are responsible for all promotion of your exhibition. You may negotiate with the Library to assist with promotion, but all costs are the responsibility of the exhibitor.

### **How long can I put my exhibition in the Library?**

The period of time for exhibitions is subject to availability. The recommended time is approximately four weeks.

### **When will people be able to view my exhibition?**

Access to exhibitions is only available during regular library opening hours.

### **Who is responsible for my exhibition? What happens if part of it is lost, damaged or stolen?**

The ACTLIS assumes no insurance liability for materials on display/exhibit and will not at any time be responsible for any loss of or damage to the display/exhibition caused in any manner whatsoever.



## Distributing information and promoting events to the community via the ACT Public Library

The ACT Public Library welcomes over 1.7 million visitors each year, and is an excellent avenue for distributing information to the Canberra and regional community. Posters and brochures promoting events and services can be displayed on designated community information noticeboards and brochure racks in any of the nine public library branches.

ACTLIS reserves the right to:

- a. Accept or decline community information in various formats (acceptance does not guarantee display);
- b. Remove any material without notice;
- c. Determine and modify the period of display without notice.

### How do you distribute information via the ACT Public Library?

1. If you wish to send posters and/or brochures for display/distribution through the library, you do not need to make a booking. Once received by the library, such items will be displayed, space, time and suitability permitting.
2. Package your posters and brochures in nine bundles and clearly label each of them, e.g.: *Belconnen Library – Community information for display*. It may be appropriate to include a covering letter including details for further information.
3. Deliver the bundles to any of the library branches for distribution via the library's inter-branch courier. For large or heavy quantities, please contact the library to negotiate appropriate options.

### How many should I send?

The quantity will depend on what you are distributing, how far in advance, and the expected level of interest from the community. The recommended quantity for most information is one or two posters and approximately 20-100 brochures per branch (e.g. a total of 9-18 posters and 500-1000 brochures).

### Can I 'top up' brochures?

If you wish to check on the number of brochures remaining and decide whether to provide a 'top up,' it is your responsibility to visit the individual libraries and check what is needed.

### What kind of information can I provide?

Community information which has an educational, cultural or historical focus may be

provided. Information about commercial or profit-making businesses or interests is not acceptable.

**For further enquiries:**

Phone 02 6205 9000 or email [library.customerinfo@act.gov.au](mailto:library.customerinfo@act.gov.au).