

Libraries ACT: Public Exhibition Policy

May 2024

Overview

The purpose of the Libraries ACT Public Exhibition Policy (the Policy) is to ensure high quality, relevant, and contemporary exhibitions located in branches meet the needs of Libraries ACT (LACT), ACT Government and the community. The exhibition should deliver one or more of the following benefits:

- > Enhances community engagement.
- > Provides relevant, contemporary and/or diverse content.
- > Adds value to the public space.
- > Enriches the experience of visiting a LACT branch.
- > Is cost neutral/free.

The Policy applies to all exhibitions located in LACT branches but does not cover community displays and collateral. For community displays and collateral, please refer to the Libraries ACT Community Displays and Collateral Policy.

Definition

Exhibition refers to a public display of works of art or items of interest, held in a public library which are owned by an organisation or business.

Responsibility of Libraries ACT

Libraries ACT must approve the exhibition prior to it being displayed and reserves the right to determine and administer the assessment criteria and manage the application process outlined in the Policy.

This includes:

- > The acceptance or rejection of exhibition applications.
- > Deciding on the location of the exhibition.
- > Removal of the exhibition without notice.
- > Determining the duration of the exhibition, including modify the original approved period.

Assessment Criteria

Decisions on exhibitions displayed in LACT public library branches will be determined by Senior Director, Libraries ACT, taking into consideration the following criteria:

- > Enhances community engagement.
- > Provides relevant, contemporary and/or diverse content.



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- > Adds value to the public space.
- > Enriches the experience of visiting a LACT branch.
- > Is cost neutral/free to Libraries ACT and the public.
- > Does not breach ACT Government policy, legislation, and guidelines.
- > Is not offensive.
- > Complies with public safety and access standards.
- > Aligns to the strategic priorities of LACT.

All community exhibitions accepted by LACT will be installed and located in a branch for an agreed timeframe. This timeframe may be reviewed at any time during the originally agreed timeframe by LACT.

Owner Responsibility

The owner of the exhibition is responsible for the set up and removal of the items in branches. LACT will not be liable for any damage to the exhibition while installed and located in a library branch.

The owner of the exhibition is responsible for the following:

- > Delivery and installation of the exhibition is undertaken on the agreed date and time.
- > Maintaining a safe environment while installing, displaying, and dismantling the exhibition.
- > Provision of all materials required for the exhibition, including stationery and other consumables and fixings.
- > Notifying LACT in advance in writing to negotiate the details of any events or media associated with the exhibition.
- > All costs associated with the exhibition.
- > Removal of the exhibition is undertaken on the agreed date and time, including making good any damage caused to the display site, including facilities and equipment. If the owner fails to remove the display or make good any such damage, then:
 - The material becomes the property of LACT and may be discarded; and
 - Any costs incurred by LACT shall be a debit due and payable by the owner on demand.

What is the application process?

Application to install an exhibition in a library branch can be made by completing the Libraries ACT Public Exhibition application form (**Appendix A**).

An application can be submitted by:

- > Emailing the completed form to library.customerinfo@act.gov.au.
- > Post the completed form to Libraries ACT, GPO Box 158, Canberra City, ACT 2601.
- > Drop off the completed application form to a Libraries ACT branch.

Applicants will be notified of the outcome in writing within 20 business days from the date the application is received.



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Review of policy

This policy will be reviewed by May 2026.



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