

Appendix 1: Exhibition and Display Guidelines

Western Downs Libraries

Exhibition and Display Guidelines

The following will not be accepted for exhibition or display:

- Information to gain commercial or business benefit
- Information advocating specific religious, spiritual, or political beliefs
- Information designed for lobbying or exerting political influence
- Information relating to activities consider illegal in Australia
- Information not suitable for persons under 18 years old

These guidelines apply to exhibitions and displays (hereafter referred to as “displays”)

Content

Western Downs Libraries requires organisations/individuals to provide an outline of the content of the display to be placed in the library. This information is essential to enable the display to be assessed for suitability.

Discretion

Western Downs Libraries reserves the right to:

- Decline and remove any material deemed unsuitable for display without entering into correspondence.
- Limit the size and number of display items
- Determine and review the display method, schedule, duration, and location
- Limit the frequency of the display

Unapproved materials will be returned to the artist / exhibitor at the cost of the artist / exhibitor.

Presentation standard

It is expected that all displays will have a high standard of presentation. Samples may be requested by the library to assess the suitability of the display for the library space.

Safety requirements

Displays must meet safety requirements such as height, stability and be 'child-safe'. Please discuss your display with library staff for information relevant to the location. If a potential hazard is identified, a risk assessment will be conducted.

Acknowledgments

Organisations/individuals placing the display in the library may place contact details with their display. The library cannot act as a sale agent. Price lists are not to be made available, nor can prices be displayed on exhibition items.

Liability

All items displayed in Western Downs Libraries are done so at the exhibitor's risk. Western Downs Libraries do not provide security for displays and exhibits and assumes no liability in the event of their loss, damage, destruction, or theft.

Care and handling

The library will exercise care in the handling of loaned items.

Packing and transporting

Organisations/individuals placing the display in the library are responsible for the packing and transporting of the display items to and from the library on their cost.

Installing, De-mounting and maintenance

- Display organiser is responsible for installing and demounting, including labour, materials, and any costs.
- Installing and de-mounting must be done on the agreed date during normal library hours without interrupting library operations or compromising the safety of library users and staff.
- The fixtures of the library must not be disturbed or altered in mounting the display.
- The display organiser is responsible for collecting all materials at the end of the display period. Uncollected material will be disposed of at the discretion of the Libraries Coordinator without further corresponding with the organiser.

Photography and reproduction

The library reserves the right to photograph and reproduce the loaned items for promotional and presentation purposes. The work whilst on display may be subject to photography by the public.