

CITY OF
CANADA BAY
LIBRARY
SERVICES

LIBRARY ART EXHIBITION AND DISPLAYS POLICY

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Objectives

The purpose of the policy is to

- encourage and promote arts and culture in the local community through a diverse exhibition program;
- guide the effective use of the City of Canada Bay Library Service's display areas; and
- to establish guidelines by which City of Canada Bay staff can assess the suitability of an exhibition or a display.

Scope

Within each of the City of Canada Bay libraries there are a number of areas for display of art work. This policy outlines how these spaces may be used for the benefit of the City of Canada Bay, its residents and visitors in an organised and fair manner.

The exhibition spaces are flexible to display a variety of mediums and are offered free of charge to individual artists, community organisations, educational institutions and charity groups.

Each library has a number of display spaces and facilities to utilise, and the libraries are able to accommodate different mediums. Therefore, applicants are encouraged to visit the libraries to view the spaces available in order to determine which is the most suitable for presenting their art work. It is essential that applicants contact the Library Co-ordinators to discuss the use of the spaces available prior to submitting an application.

Application and Selection Process

Applications

Applicants must submit a proposal to the relevant Library Coordinator including a description of the work, proposed dates and three (3) samples of work suggested for display. The proposal should be no longer than 300 words and submitted to the Library Coordinator at least two (2) months prior to the proposed exhibition date either in person, by e-mail, or post.

Selection

The proposal will be assessed by the Coordinator and relevant team members, in consultation with the Library Manager. Exhibitions will include solo and group displays as well as exhibitions from community organisations and institutions. Priority will be given to exhibitions developed in relation to the Canada Bay area and to locally based artist and organisations.

Notification

A period of one (1) month will be required for the selection process. Applicants will be notified by the Coordinator to advise of the outcome and, if successful, to arrange dates for the installation and dismantling of the exhibition.

Display Content

Art works on display are to meet the following criteria:

- Art work should be aimed at communicating to audiences within the libraries, which as public spaces attract a wide and diverse range of visitors.
- Art work that can be reasonably interpreted as obscene, offensive, discriminatory, illegal (under the relevant legislation) or in breach of the relevant copyright legislation will not be permitted.
- Content must be for information and awareness raising only.
- Displays for business or for-profit organisations will not be permitted with the exception of practicing artists.
- Interpretative signage content will be assessed by the same criteria set out above and must be of presentable quality.
- Curatorial guidance is available through Councils specialist staff with prior arrangement.
- Exhibition design should be responsive to the architectural and interior design of the libraries exhibition areas.

Scheduling

Display and exhibition allotments are for a minimum period of two (2) weeks to a maximum of four (4) weeks. Library Coordinators can authorise extended display periods of up to one additional month in consultation with the Library Manager.

If a display is date specific, such as art exhibitions themed around Seniors Week or Youth Week for example, applications should be submitted at least three (3) months in advance.

The City of Canada Bay reserves the right to postpone or cancel any display at short notice, if a booked display space is needed for the City's own purposes.

Rights and Responsibilities

Rights and Responsibilities of the Applicant

- Council's insurance policies do not cover artwork and other loaned material therefore owners display material at their own risk and should take out their own insurance cover for loaned material if required.
- Applicants are required to be present during the installation and dismantling of the exhibition, including the art work and associated material.
- The exhibition must comply with relevant OH&S policy during installation, display and dismantling, therefore library or council staff will physically install the artwork with advice on placement from the artist. Applicants are not covered by the City's public liability insurance policy.
- The display must be installed on the first day of the allotted time.
- The display must be removed by close of the library at the last day of the allotted display time. If the display is not removed, the Library coordinator will make arrangements for its removal and store the exhibits on site for a maximum of seven (7) days. If there is no further communication with regard to the removal from the artist by the end of this period, the method of disposal of the display items is at the discretion of the Library Manager.
- Exhibitors are responsible for the care of their equipment, as the library will not accept responsibility for loss or damage of the exhibitor's equipment.
- Display areas, including all walls, cabinets, fittings and hanging materials must be returned to the original condition after the display period has ended.
- Exhibitors are responsible for all costs associated with transporting work to and from the City of Canada Bay libraries, including transit insurance.
- Exhibitors may organise an exhibition launch or opening function. All costs associated with invitations, catering, serving and entertainment at this event will be at the expense of the exhibitors.
- Artworks on display may not be sold through the library. However, contact details of exhibitors and their website may be provided as part of the exhibition.
- If any artworks on display are sold privately during the exhibition period, they must remain on display until the end of the agreed display period.

Rights and Responsibilities of the City of Canada Bay

- The City will provide care and control for the art work on display within the confines of standard library security procedure during the loan period.
- The City of Canada Bay will not accept responsibility for the loss or damage of any loaned material.
- Risk assessment will be conducted by library staff at the respective library and submitted to the Risk Management Coordinator of the City of Canada Bay.
- The City of Canada Bay is able to promote the exhibition through its usual channels of promotion, for example, the City's website, newsletters and media releases. The content of promotional material must be supplied by the exhibitor, including information about the artist or organisation, and high quality JPEG images.

Responsibilities

Primary responsibility for implementing this policy rests with the Concord and Five Dock Library Co-ordinators. Library Services staff have the responsibility of implementing this policy consistently across Concord and Five Dock libraries.

Procedures

Specific procedures for the implementation of this policy are clearly outlined in *City of Canada Bay Library Service's Procedures Manual*.

Complaints

- Any complaint or appeal will be dealt with in the first instance by the Shift Supervisor. Complaints or appeals may also be emailed to library@canadabay.nsw.gov.au.
- Complaints or appeals that cannot be resolved at this level will be referred first to the Concord or Five Dock Library Co-ordinator and if still unresolved then referred to the Manager, Library Services.
- If the customer remains unsatisfied, they may write to:

The General Manager
City of Canada Bay
Locked Bag 1470 Drummoyne NSW 1470
Email: council@canadabay.nsw.gov.au