

Draft Library Art Exhibitions and Displays Policy

1. Purpose

The purpose of this policy is to establish a framework for hosting art exhibitions and displays within library spaces.

It aims 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 exhibition display areas
- Establish guidelines for City of Canada Bay Library Service staff to assess the suitability of an exhibition or a display.

2. Scope

This policy applies to all members of the public, to the staff and volunteers of organisations who wish to exhibit or display their work at any of the City of Canada Bay Library Service facilities, and City of Canada Bay staff and volunteers. Updates and/or changes to this policy may be made from time to time in line with Council's policies, guidelines, and relevant delegations of authority.

3. Definitions

Term	Meaning
City of Canada Bay Library Service or the Library	Refers to Concord Library, Five Dock Library and The Learning Space, Rhodes, and the resources and services provided by and within them.
Staff	Refers to City of Canada Bay Council employees, contractors and volunteers that undertake tasks and deliver services.

4. Policy principles

4.1 Spaces available for exhibitions and displays

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

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. All exhibition and display spaces are publicly accessible to the entire library visiting audience, and form part of the experience of visiting our library sites. They are not suitable for private use and are not available outside of the regular operating hours for that location.

Applicants are encouraged to visit the locations to view the spaces available in order to determine which is the most suitable for presenting their artwork, and to contact the Library and speak to the relevant Library Officer to discuss the exhibition prior to submitting an application.

4.1.1 Concord Library

Concord Library has hanging space in the entrance foyer, on the ground level in the customer service area, children's area and in the function room, and on the first floor in the youth area. There are two (2) display cases: one (1) in the children's area and one (1) in the customer service area.

4.1.2 Five Dock Library

At Five Dock Library, there is a primary hanging area on the north side along the red wall and other hanging spaces located along the walls of the library, in the children's area, and in the Bay Room. There is a display cabinet and display shelving on the red wall and a portable glass display cabinet, which is available at the discretion of staff.

4.1.3 The Digital Gallery, Rhodes

At the Digital Gallery, Rhodes, located in the entrance foyer of The Learning Space at The Connection, Rhodes, there is a digital display wall comprised of eight (8) LCD panels, two (2) large scale drop-down projectors and screens, a ceiling-mounted sound system, and a display case.

4.2 Application and selection process

4.2.1 Applications

Expressions of Interest (EOIs) for artists and groups to exhibit will be conducted on a yearly basis, or as necessary, separately for The Digital Gallery, Rhodes or the other library locations. EOIs will be promoted through Council's websites, eNews and social media. Details of spaces available, selection criteria, preferred themes and other relevant information will be included. Selection will be based on the suitability of work, artistic merit, and how it addresses the selection criteria.

Applicants may also submit a proposal to library staff, including a description of the work, proposed dates and samples of work suggested for display. The proposal should be no longer than 300 words and submitted at least two (2) months prior to the proposed exhibition date either in person, by email, or by post. These applications will be assessed based on availability of spaces and viability.

Approval of all exhibitions and displays, and scheduling of exhibitions and installations, is at the discretion of library staff.

4.2.2 Selection

Proposals will be assessed by the library staff in consultation with other relevant Council staff. 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, which respond to specific themes in the EOI, and to locally based artists and organisations.

4.2.3 Conditions of use

A period of one (1) month will be required for the EOI selection process. Applicants will be notified by library staff to advise of the outcome and, if successful, to arrange dates for the installation and dismantling of the exhibition. An exhibition loan agreement form is required to be completed prior to the exhibition being displayed.

4.3 Display content

Art works on display are to meet the following criteria:

- Artwork should be aimed at communicating to the Library's audiences, which, as public spaces, attract a wide and diverse range of visitors
- Artwork that can be reasonably interpreted as obscene, offensive, discriminatory, illegal (under the relevant legislation), or in breach of 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 Council's specialist staff with prior arrangement
- Exhibition design should be responsive to the architectural and interior design of the exhibition areas.

4.4 Scheduling

Display and exhibition allotments are for a minimum period of two (2) weeks to a maximum of four (4) weeks. Library staff can authorise extended display periods of up to one (1) additional month in consultation with relevant team members. If a display is date specific, such as art exhibitions themed around Seniors Week or Youth Week, applications should be submitted only after prior consultation with library staff.

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

4.5 Rights and responsibilities

4.5.1 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 artwork and associated material
- The exhibition must comply with relevant Health, Safety and Wellbeing 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 of Canada Bay's Public Liability insurance policy
- The display must be installed on the first day of the allotted time, at a time agreed on by prior arrangement with library staff
- The display must be taken down and removed by close of the Library on the last day of the allotted display time.
 - As there is limited capacity for storage, the Library cannot store work for any length of time except with prior arrangement
- 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 City of Canada Bay libraries, including transit insurance
- Exhibitors may organise an exhibition launch or opening function in consultation with library staff. All costs associated with invitations, catering, serving and entertainment at this event will be at the expense of the exhibitor
- 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.

4.5.2 Rights and responsibilities of the City of Canada Bay

- The Library will provide care and control for the artwork on display within the confines of the 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 Coordinator, Health, Safety and Wellbeing 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 of Canada Bay's website, newsletters or 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
- Primary responsibility for implementing this policy rests with the Operations Manager, Library Programs and delegated Staff at each library location. Library services staff have the responsibility of implementing this policy consistently across Concord and Five Dock Libraries and The Learning Space, Rhodes.

5. Responsibilities

Role	Responsibility
General Manager	Ensuring compliance
Director Community, Culture & Leisure	Implementation
Manager Library & Community Services	Ensure staff awareness of the policy
All Library Staff	Adhere to and apply the policy

6. Laws and standards

- Library Act 1939, Library Amendment Act 1992, and Library Regulation 2018 (NSW)
- Access to Information in NSW Public Libraries: Library Council of NSW Guidelines
- Australian Library and Information Association's (ALIA) Statement on Public Library Services

7. Related City of Canada Bay policies and procedures

- Loan Agreement form
- Children and Young Person's Protection Policy and Child Safe Code of Conduct
- Children, Young People and Library Services Policy

- Library Collections Policy
- Library Membership and Use Policy
- Library Public Internet, WiFi and Computer Use Policy

8. Consultation

[Describe the internal and external consultation carried out in relation to this policy / procedure, including details of any public consultation.]

9. Approval status

The **General Manager / Council** approved this policy / procedure on [insert date].

10. Approval history

Stage	Date	Comment	ECM ID
Original Policy	19 July 2011	Approved by Council	2922958
Reviewed	July 2024	Full review – updated to comply with current legislation and changes in library services.	
Next review	July 2024		

11. Ownership and approval

Responsibility	Role
Author	Library Programs Manager
Owner	Manager Library & Community Services
Endorser	City of Canada Bay Executive
Approver	Council