



DISPLAY AND EXHIBITION AGREEMENT

1. Intent

Cessnock City Library is a public and cultural institution, and welcomes displays and artworks which will entertain and inform the local community.

This policy seeks to provide practical guidelines for evaluating requests and outlining expectations of staff and exhibitors.

2. Scope

This policy applies to service points at both Cessnock and Kurri Kurri Libraries.

Depending on the size and format of the exhibition or display, material may be displayed on community noticeboards, designated wall areas or display cabinets, or designated floorspace.

3. General Conditions

Displays and exhibitions will be accepted from:

- Non profit organisations
- Government Agencies
- Cessnock City Council
- Cessnock Library programs or special events
- Community art and craft groups
- Approved individual artists

4. Suitability of Displays

Cessnock City Library will not accept any display or exhibition material which is of a commercial, political, petitioning, fundraising or appeal nature, unless it has received prior formal approval from Council.

All material must be compatible with a Public Library environment, given that display areas are used by members of the public of all ages.

Any material deemed to be unsuitable by Library Management will be refused.

All material must be of suitable dimensions to be able to be accommodated in existing display areas.

The library will not be reconfigured to accommodate large works of art, and no additional hanging fittings will be considered.

5. Application

Any material to be distributed to the community (ie leaflets, flyers) can be submitted to the library directly.

Exhibitions and displays will need to be booked. Due to limited hanging space and demand for spaces it may not be possible for the library to accommodate specific requests. Display requests will be considered on a first-in first-served basis, however groups will be limited to one exhibition per calendar year.

6. Cost

Cessnock City Library will not charge for display of approved exhibitions. This is based on the condition that the exhibition is open to all Library visitors free of charge.

7. Approval

Display of exhibitions, displays and information leaflets is at the sole discretion of Library Management. Any material left at the library for distribution which is not acceptable will be disposed of without consideration.

8. Mounting/Installation

Works will only be displayed in designated areas within the library. Existing furniture, fittings and hangings will not be moved.

The exhibitor is responsible for delivery and removal of their exhibition in consultation with Cessnock City Library staff.

All artwork must be clearly marked with the name of the work and the artist responsible. In the case of works for sale the exhibitor will provide a numbered

mounting plate with the price of the work clearly displayed. The library will direct all sale enquiries to a nominated contact person.

For hanging works at Cessnock Library only the existing tracks and hanging system may be used. All artworks must have suitable frames and hooks which are compatible with this system. Any artworks without compatible mounting hooks will not be displayed. No additional hooks may be used and no items are to be glued or adhered to walls in any way.

Material which is placed in display cabinets must be of a suitable dimension as these cabinets cannot be altered in any way. The cabinets are lockable but the security and safety of the works cannot be guaranteed.

The exhibitor is responsible for any cost borne by Council for repairs caused by the installation or removal of exhibitions.

In the case of a group of artists, a single convenor must be nominated who is responsible for liaising with Cessnock City Library and co-ordinating the overall display. This convenor is responsible for all aspects of the display.

9. Liability

Cessnock City Library and Cessnock City Council will take all precautions to ensure the safety of artworks and limit the possibility of damage or theft but cannot be held liable for these risks in any way. By agreeing to display works in the library the exhibitor is acknowledging these risks and indemnifying Council against any liability.

It is the responsibility of the organising group, or the individual artist to organise and arrange suitable insurance cover for their works with their own insurance provider.

10. Period of display

To ensure an equitable use of display space, exhibitions will generally be limited to one month. At the conclusion of the agreed display period exhibitors must make arrangements to remove their works in a timely manner.

11. Public Liability/OH&S

All exhibitions and displays must comply with Cessnock City Council's Workplace Health and Safety and public liability standards. Any works deemed to be a risk to public safety will be refused.

Acknowledgement

As the organiser of this exhibit I have read this policy and understand all of my obligations.

Name	
Organisation (if applicable)	
Contact details <ul style="list-style-type: none">• phone• email	
Signed	
Date	