Library Displays and Exhibitions Policy

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1  Objective

This policy provides guidance for the Library, UTAS community and other individuals and organisations on the use of spaces within the Library for displays and exhibitions which support the social, cultural and intellectual life of UTAS and our community.

The objectives of the Library Displays and Exhibitions Policy are to:

- Articulate the Library’s commitment to the public display of Library collection items across UTAS Library locations and the purposes of these exhibitions
- Clarify responsibility for the coordination, research, curation and maintenance of displays and exhibitions in the Library
- Outline the terms and conditions under which members of the UTAS community and external organisations may apply to use display and exhibition spaces within the UTAS Library

2  Scope

This policy applies to all display spaces in the UTAS Library, as listed at http://www.library.utas.edu.au/finding-information/special-collections/display-spaces.

3  Policy Provisions

3.1  UTAS Library exhibits and displays

UTAS Library mounts exhibits and displays for the purpose of:

- Promoting specific Library collections, services, resources or achievements
- Showcasing and promoting UTAS learning, teaching and research
- Linking to national or local events, for example, Science Week, centenary of Darwin’s visit to Hobart of importance to UTAS
- Collaboratively working with other local cultural institutions
- Contributing to community engagement and collaboration and awareness of the Library as a significant cultural institution in Tasmania
- Attracting new visitors to the Library

These purposes also apply to online displays and exhibits of the Library’s digitised images, items and supporting text, accessible via the Internet.

3.2  Responsibility for Library exhibits and displays

The Senior Librarian (Physical Collections) has oversight of the coordination, research, curation and maintenance of displays and exhibitions of items from the Library’s collections.
The Senior Librarian (Physical Collections) oversees the schedule of displays and exhibitions across the Library and is also the contact for members of the UTAS community and external organisations who wish to apply to use the Library’s display and exhibition spaces and facilities.

Staff of the Physical Collections section are responsible for coordinating assessment of requests from external bodies and use of display spaces and facilities.

### 3.3 Use of Library display spaces by UTAS organisational units and external organisations

The Library encourages UTAS organisational units and external organisations to use the Library’s display spaces and facilities to showcase and support UTAS learning, teaching and research, and promote the social, cultural and intellectual life of the University and its community.

Staff from UTAS organisational units who wish to use the Library’s facilities for displays and exhibitions should contact the Senior Librarian (Physical Collections) via the Library Display and Exhibit Request Form [http://www.library.utas.edu.au/library-services/forms/request-for-exhibition-space](http://www.library.utas.edu.au/library-services/forms/request-for-exhibition-space). Members of other groups and organisations outside UTAS wishing to use Library facilities for displays or exhibitions should also make their request via the Library Display and Exhibit Request Form [http://www.library.utas.edu.au/library-services/forms/request-for-exhibition-space](http://www.library.utas.edu.au/library-services/forms/request-for-exhibition-space) as external exhibitors.

Early negotiation with the Library is recommended for planning and accommodation of displays and exhibitions.

UTAS Library reserves the right to determine the suitability of any display or exhibition, or the display or exhibition of any specific item. The Library reserves the right to decline displays and exhibitions that:

- Are discriminatory, defamatory, misleading, deceptive, or offensive
- Appear to be of an unacceptable quality
- May disrupt the business of the Library
- May impede Library clients or staff from accessing, or using, the Library during the mounting or running of the display or exhibition
- Have conservation requirements beyond the capacity of the Library
- May create security or safety issues for Library clients or staff.

The primary objective of the exhibition must not be for commercial advantage or profit.

### 3.3.1 Terms and Conditions

The exhibitor is responsible for the research, installation and curation of their exhibition, including identifying, sourcing and arranging items to be included and the supplies (for example boards, fasteners) needed to display them. Care must be taken not to damage the structure, fabric or facilities of the Library.
Displays and exhibitions are normally displayed for a minimum of 4 weeks at any one Library location.

The exhibitor should include in a prominent position the name of the organisation or individual responsible for the exhibition and must provide the Library with contact details where enquiries may be directed.

Exhibitors from UTAS organisational units or from other groups and organisations will be responsible for any publicity to promote the exhibition, including creating or providing graphics, brochures and explanatory material, and will consult with the Library’s Physical Collections staff in advance of the publicity. The UTAS visual standards (http://www.utas.edu.au/visual-standards/) in regard to use of the UTAS logo and branding should apply.

Exhibitions and displays should be installed and removed by the exhibitor on the agreed date and at the agreed times.

The Library can assume no responsibility for the loss or damage to items included in externally created displays and exhibitions.

External exhibitors will be treated as venue hirers under the UTAS Asset Management Services Venue Hire Policy [http://www.utas.edu.au/__data/assets/pdf_file/0003/29460/venue_hire_policy.pdf PDF 80kb] in relation to:

- Indemnification of UTAS by the exhibitor;
- Required insurance to be held by the Exhibitor;
- Duty of care of the Exhibitor;
- Notification of distinguished visitors;
- Liquor and refreshments;
- Publicity;
- Disputes; and
- Good order

for displays, exhibitions and associated functions held within the Library.

All exhibitors should liaise with the Library’s Physical Collections staff in advance to negotiate details of any events (for example, a launch) associated with the exhibition.

4 Definitions and Acronyms

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<thead>
<tr>
<th><strong>External Exhibitor</strong></th>
<th>Persons or organisations other than UTAS seeking to use Library display and exhibition spaces and facilities</th>
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</thead>
<tbody>
<tr>
<td><strong>Library</strong></td>
<td>Library means any or all of the University of Tasmania libraries</td>
</tr>
<tr>
<td><strong>University Librarian</strong></td>
<td>University Librarian refers to the University of Tasmania University Librarian or duly authorised delegate</td>
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5 Supporting Documentation

- UTAS Asset Management Services Venue Hire Policy
- Library Display and Exhibit Request Form
  [http://www.library.utas.edu.au/library-services/forms/request-for-exhibition-space]
- List and description of Library display spaces and equipment (cabinets, cases etc.)

6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>This is Version 1 of the document.</th>
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