



## Fingal County Libraries

### Exhibitions Policy

Fingal County Libraries welcome requests from groups or individual artists to hold exhibitions in the library. We welcome exhibitions of works in all 2D media. We also welcome general exhibitions of an educational, cultural or historical nature.

### General Requirements

Please note the following:

- Proposals for an exhibition should be made to the librarian at the library in which you wish to exhibit.
- Exhibits are accepted at the discretion of the library manager.
- Exhibition Application forms are available at the library desk and must be completed by applicants.
- Exhibitions must be **free of charge and open to the public**.
- Exhibitions may be held during normal opening hours of the library.
- Priority may be given to artists/groups resident or working in the library's catchment area; non-resident artists are welcome to submit proposals.
- Exhibition space will be allocated if available.
- Exhibitions should be suitable for viewing by children.
- Exhibition items may not be sold in the library.

## Exhibition Installation Requirements

- Fingal County Libraries provide standard exhibition boards which must be used.
- The hanging and installation of exhibition items is the responsibility of the exhibitor.
- All exhibition costs will be the responsibility of the exhibitor.
- Dates for the exhibition including time to install and to de-install will be agreed with the library. The agreed dates must be respected.
- Exhibitors should provide the library with a list of the items which will be on display.

## Insurance

- Fingal County Libraries do not provide insurance cover for exhibitions.
- It is the responsibility of each artist / group to insure items in the exhibition.
- Reasonable precautions will be taken to ensure that exhibition items are not damaged.
- Fingal County Libraries **will not be responsible for any loss or damage to exhibition items.**

## Exhibition Launch

If an artist wishes to hold a formal exhibition launch

- Library staff should receive a minimum of ten days notification.

## Exhibition Launch (continued)

- Exhibitors are responsible for the launch.
- Launch costs should be borne by the exhibitor.

## **Note**

The fact that an artist or organisation has been accepted to exhibit in a Fingal library does not, in any way, constitute an endorsement of the policies or beliefs of the artist or organisation.

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