

Library Display/Exhibition Application Form



Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed by an organisation when requesting use of Rockhampton Regional Library facilities for display or exhibition. Contact the Rockhampton Regional Library on 07 4936 8043 for further information.

P: 07 4936 8043 | E: Libraries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Organisation Details	
Organisation name:	
Contact name <i>(person responsible for the display and installation)</i> :	
Postal address:	
Preferred contact number:	Email:
Display Details	
Date of display <i>(include bump in and out)</i> :	to
Inventory list of items to be displayed:	
Purpose of display: <i>(eg special event / week or aim)</i>	
Declaration	
I understand that the Library accepts no responsibility for items displayed, and will not store, erect or dismantle the display. Items will be disposed of if not collected by the agreed date.	
I acknowledge that I have read the Conditions of Use of Display Facilities Factsheet and hereby agree to abide by the rules as stated.	
Name:	Signature:
Position:	Date:

OFFICE USE ONLY	Approved : Y / N	Signature: <i>Library Team Leader</i>	Date:	<input type="checkbox"/> Approval attached to application
	Remarks or conditions:			

FACT SHEET

Conditions of Use of Display Facilities

Conditions for use of Display/Exhibition Facilities in Regional Libraries

1. All items are displayed at owner's risk and the library takes no responsibility for damage, loss or theft.
2. Setting up and dismantling of displays is the sole responsibility of the contact name provided by the organisation when booking. Library staff are not available to assist.
3. The display boards and cases are heavily sought after, so please advise the library as soon as possible if you wish to cancel your booking. If the display is not installed on the specified date and no contact has been made with the library, your booking will be cancelled.
4. Displays must be removed by the date specified. The library is not able to provide storage of materials and will dispose of your display if not dismantled and collected by the specified end date.
5. When a display is removed a staff member must inspect the display boards and cases. Compensation will be sought for any damage caused by your display to Library facilities.
6. Only approved mediums may be used to attach posters, photographs etc, to display facilities. No Blu-tack, drawing pins, tape etc, are to be used. Items **must not** be attached to glass, wooden panels, walls or the Perspex display boxes.
7. Any existing floor coverings must not be removed but you may provide your own by negotiation.
8. The display must be erected safely and not cause any health and safety risks. Council reserves the right to remove or order removal of the display if not compliant.
9. Council reserves the right to remove or order removal of any item deemed to be inappropriate for display in a public place.

For your information

Rockhampton Regional Library Display Facilities

The Exhibition space has use of the following:

- 3 x 700mm x 700mm lockable Perspex display cases mounted on movable plinths.
- 6 x 180cm high black display boards (can be configured in different layouts). Velcro or hanging picture hooks can only be used on this surface. No Blu-tack, drawing pins or dressmaker pins are allowed to be used on the boards.