

# Library Display/Exhibition Application Form



**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

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 4936 8265 for further information.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Organisation Details	
Organisation name:	
Contact name:	
Postal address:	
Preferred contact number:	Email:

Display Details	
Date of display:	to
Type of items:	
Purpose of display: <i>(eg special event or week)</i>	

Declaration	
<p>I understand that the Library accepts no responsibility for items displayed, or not collected after dismantling of the display.</p> <p>I acknowledge that I have received and read a copy of the conditions of use of display facilities and hereby agree to abide by the rules as stated.</p>	
Name:	Signature:
Position:	Date:

<b>OFFICE USE ONLY</b>	Approved : Y / N	Signature: <i>Client Services Coordinator</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 any material displayed or left after the display is dismantled.
2. Setting up and dismantling of displays must be by prior arrangement with staff.
3. The display facilities are heavily sought after, so please advise the library as soon as possible if you are unable to mount your proposed display.
4. Displays must be removed by the date specified unless prior arrangements have been made. The library is not able to provide storage of materials.
5. When a display is removed a staff member must inspect the display facilities. Compensation will be sought for any damage.
6. Only approved mediums may be used to attach posters, photographs etc. to display facilities. No drawing pins, tape etc. are to be used. Items **must not** be attached to glass or walls.
7. Any existing floor coverings must not be removed but you may provide your own by negotiation.
8. 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 drawing pins or dressmaker pins.