

## Guidelines and Procedures

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| <b>Title</b>             | Library Events                 |
| <b>Issued</b>            | 6 August 2008                  |
| <b>Reviewed</b>          | 29 August 2018                 |
| <b>Authorised by</b>     | Director, Library Services     |
| <b>Responsibility</b>    | Director, Library Services     |
| <b>Related documents</b> | Library Event Application Form |

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### 1.0 Preamble

This document provides guidelines and procedures to be used in the management of events at Southern Cross University Libraries.

The primary purpose of these events is to enrich the intellectual, educational, and cultural life of the Southern Cross University community. Events held in the Library provide the opportunity for Southern Cross University staff and students and the local community to come together to share a diversity of ideas, values and artistic expressions

Events may include: exhibitions, launches and displays etc.

These guidelines and procedures cover various areas at Southern Cross University Library, Lismore Gold Coast and Coffs Harbour Education Campus including but not limited to:

- Lismore Library, Gallery Walk, Level 1
- Lismore Library, Student Computer Area, Level 1
- Lismore Manning Clark Room, Level 1
- Lismore Discovery Wall
- Lismore Multiscreens
- Coffs Harbour, Level 1 x 4 Gallery Walls & Gallery Walk (Under Stairs)
- Coffs Harbour, Digital Display
- Gold Coast, Gallery Walk, Level 1
- Gold Coast, Flexible Learning Zone, Level 1
- Gold Coast, Level 2 Gallery Wall
- Gold Coast, Discovery Wall
- Gold Coast, Multiscreen

### 2.0 Event Application

Southern Cross University students, staff and non-SCU members who propose activities that are relevant to the SCU community are encouraged to apply to hold an event in the Library. The

decision made on all prospective applications will be at the discretion of the University Library and a panel with relevant expertise.

All applications must follow the following procedures.

### **3.0 Procedures**

- 3.1 A Library Event Application Form must be completed and should be submitted to the Library at least 6 weeks in advance, or as negotiated, of the desired event date.
- 3.2 Applications will be reviewed by a panel with relevant expertise. Once applications are accepted the Library will confirm arrangements.
- 3.3 Applications must include a contact name and a brief description of the event. Applications should also include details of all contributing artists and a description of each object to be displayed (including nature of material, title and size) where relevant.
- 3.4 Four weeks prior to the event, or as negotiated, the applicant must submit a digital image of the artwork and a short artist statement (maximum 500 words) for publicity purposes. The Library may handle publicity for the event via emails, newsletters, local media, produce flyers to be displayed in the Library, or post an announcement on the Library's multiscreen display.
- 3.5 The applicant is responsible for the safe packaging and cost of transporting all items included in the exhibit for both the delivery and the return of the exhibit. Upon delivery, all artwork should be framed and/or ready for display. Description of each work will be provided for the production of labels and an inventory list. The hanging and dismantling of the show shall occur during regular library hours unless otherwise arranged with the Library.
- 3.6 If the event has been held before, the application should include the dates and place of prior events, if available.
- 3.7 Event applications and related information will be kept on file for a minimum of 5 years.
- 3.8 Southern Cross University Library will consider all applications from SCU staff, students and non-SCU members who propose activities that are of benefit to the SCU community.
- 3.9 Costs associated with events will be negotiated. It's important to note that the Library doesn't have a budget for events.
- 3.10 If individual artworks are to be for sale, commercial transactions must occur between the artist (or agent) and the purchaser. The Library will not act as an agent for the sale of artworks, but will facilitate communication between the parties. If a sale occurs, works must remain on exhibition until the end of the exhibition period.
- 3.11 Event applicants are responsible for installation and dismantling, however the Library may provide support. The University WH&S Policy applies to all installations.
- 3.12 All artworks or event material should arrive no more than two days prior to the opening and be removed no more than two days after the closing unless the Library is notified before the closing date.
- 3.13 Artwork or signage may not be taped to walls or timber surfaces. If tape is needed for labels, it must be of the removable variety. No glue, duct tape, or heavy tape is allowed.
- 3.14 The event space must be left in the condition in which it was found. It is the responsibility of the event applicant to repair any damage incurred during installation or to reimburse the library for the cost of repairing the damage.
- 3.15 The applicant may schedule a reception at a mutually agreed date/time.
- 3.16 Other requirements for the event, such as catering and refreshments, should be negotiated with the Library.

#### **4.0 Security/Liability**

The Library cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items and does not insure items in events. The Library will however, at the request of the artist, place security strips on the back of each painting or displayed item if appropriate to help prevent theft.

#### **5.0 Care and Preservation**

Southern Cross University Library will treat objects left in its custody with the same care provided to similar property of its own. Evidence of damage to objects at time of receipt or while in the Library will be reported immediately to the lender. The Library will make no alterations, restoration or repair to objects.

#### **6.0 Publicity and Photography**

Unless the Library is notified in writing to the contrary, it is understood that the items on display may be photographed and reproduced in publications related to the event for publicity and educational purposes.

Exhibitions maybe promoted on our multiscreens/digital display/Discovery Wall and social media platforms such as:

- Facebook (<https://www.facebook.com/SouthernCrossUniLibrary/>)
- Instagram (<https://www.instagram.com/sculibrary/?hl=en>)
- Twitter account <https://twitter.com/sculibrary/>

#### **7.0 Contacts**

Lismore – Libby Pownall 02 66203539  
Coffs Harbour – Robbie Macfarlane 02 66593230  
Gold Coast - Steve Langan 07 55893077