

Exhibition Policy

Donegal County Library Service provides exhibition spaces, used to showcase community artwork, events, collections and Cultural Services projects. Exhibitions promote and celebrate the diverse culture and heritage of County Donegal and its communities, and provide a high quality, varied and innovative range of experiences for the visitor.

Libraries maintain exhibition spaces (free standing, wall panels and display cases) primarily for their own purposes. The exhibition space is used by the library to share information that will educate and inform the wider community.

We reserve the right to exhibit (or not exhibit) and allocate space as we see fit.

Guiding Principles:

Donegal County Library Service is guided in both spirit and letter by the provisions of article 10 of the European Convention on Human Rights, i.e. the right to freedom of expression.

Application and Selection Process:

Applications for proposed exhibitions are to be made to the relevant Library Manager in writing, using the attached Exhibition Application Form.

Applicants are encouraged to visit the desired location in advance to determine if the space is suitable and/or contact the Library Manager to discuss the use of the space.

Applications will be assessed by the Library Manager in consultation with senior library staff.

Donegal County Library service reserves the right to review, edit, cancel or postpone an exhibition at any time.

Exhibition Criteria:

As the Library is a cultural community institution, accessed by people of all ages, exhibitions that are reasonably judged by library staff to be obscene, illegal and/or offensive will not be permitted.

The following disclaimer must be displayed at the exhibition:

'Donegal County Library Service does not recommend, approve or accept responsibility for any of the goods or services exhibited, or opinions expressed in the exhibition.'

Exhibitions must comply with Donegal County Council's Health & Safety Policy during installation, exhibition and dismantling.

Exhibition areas, including all cabinets, fittings and hanging materials will be returned to original condition at the end of the exhibition.

Items are exhibited at the exhibitor's own risk and no redress is available for loss or damage however incurred.

Political and/or religious propaganda and commercial advertising are not acceptable.

Exhibition Security:

Donegal County Library Service will provide security for the exhibition within the confines of standard library security procedure; however, while exhibition items and installation hardware are on site, Donegal County Library Service is not liable for any damage or theft occurring before, during or after the exhibition period.

Items donated or loaned for Internal Exhibitions:

Items donated to any library will be dealt with under Donegal County Library Service’s Donations Policy (see Appendix 3)

Items on temporary loan to Donegal County Library Service for the purpose of an internal exhibition are at the exhibitor’s own risk and no redress is available for loss or damage however incurred.

Exhibition Application Form

Date of Request	
Name of Exhibitor	
Exhibitor Contact Phone No.	
Email	
Postal Address	
Title of Exhibition	
Brief Description of Exhibition	
Preferred Dates for Exhibition	
Preferred Location	
Detailed List of Items Submitted	<i>(Please attach a detailed list of items)</i>
Further Issues	

I/We have read Donegal County Library Service’s Exhibition Policy and understand and accept the conditions of exhibiting in one of its libraries.

Signature: _____

Date: _____

Library Manager: _____

Received application on _____

Approved: Yes No

Date: _____

Reason for Non-Approval:

Displays, Notices & Leaflets – Guidelines for Library Staff

Displays by External Organisations and/or Individuals:

Where libraries have space, local community organisations and/or individuals can use this space for displays. Displays and materials used must be of a high standard. Commercial displays, petitions and pleas for funds are not allowed, (except those approved by Donegal County Library Service and Libraries Development, Local Government Management Agency).

All displays are accepted at the discretion of the Library Manager, who has the authority to refuse or cancel any booking or display, or to terminate any display early if the facilities are needed for an official purpose.

Notices and Leaflets:

Libraries can display material that is of interest to the local community. All notices are accepted subject to availability of space. No guarantee of a specific display period is possible.

Acceptable community notices include:

- Local public meetings
- Donegal County Council– including information about contact/surgery details for local County Councillors, TDs and MEPs.
- Notices advertising educational facilities and courses.
- Cultural and arts events & activities in the local area and/or county.
- Local recreational, social or sporting events & activities.
- Counselling, advisory and informational services.
- Other public information notices which do not fall into the above categories.

Unacceptable community notices include:

- Political, religious or philosophical statements or campaigns e.g. 'Fight VAT on fuel' is unacceptable but 'Public meeting about VAT on fuel' is acceptable.
- Petitions of any kind, except those approved by Donegal County Library Service and Libraries Development, LGMA.
- Appeals for funds or sponsorship of any kind. A notice advertising a fund-raising activity would be acceptable, but a plea for funds would not be acceptable.
- Advertisements for sales of individual items, or sales of goods & services, except for Donegal County Council approved material.
- Advertising of commercial services.