Northern Beaches Library Service – Community exhibitions program
Terms & Conditions

Exhibition eligibility criteria

- Work must be suitable for a general audience including children.
- Our libraries are safe, inclusive spaces for all members of our community, and exhibition works must model these same values.

Dimensions

- All 2D framed/mounted work that is to be hung must have D-Ring devices attached 3cm or 4cm below the top edge at the back of the work and must not exceed weight restriction of 20kg.
- All 2D framed/mounted works are recommended A3 size or larger.
- The overall weight and dimensions must allow for easy transportation and not exceed the carrying capacity of two average persons.
- At least 8 works are recommended for an exhibition collection, subject to their individual work sizes. This can vary, depending on larger work sizes.
- Northern Beaches Library Service reserves the right to reject unsuitably prepared works including wet, dangerous or delicate works, or collection sizes unsuitable to our exhibition spaces.

Duration

- Exhibition duration is approximately 2 months.

Exclusive use of space

Exhibiting work in libraries does not provide exclusive use of the space as it is shared with other users. Some exhibition spaces are bookable community rooms. If booked, the space will be reserved for booked activities and not available for general viewing.

Exhibition labels and statements

Artist labels and statement are required for all exhibitions.
A short artist/exhibition statement text must be provided to the library 6 weeks prior to the exhibition date. Inclusions:

- Title of exhibition
- 100–500-word statement
- Artist/organisation logo, website or handle (optional)

Artist labels for each work must be provided to the library 6 weeks prior to the exhibition date. Inclusions:

- Title of work
- Date (optional)
- Short artwork statement, 150-word limit
- Artist/organisation logo, website or handle (optional)

Copyright

Copyright remains the property of the artist. The artist agrees, however, that supplied images of the work/s and/or photographs taken by Council of the work/s may be digitally reproduced for the following purposes:

- Northern Beaches Council website for marketing

- Northern Beaches Council social media channels
- Promotional posters and flyers, reports and archives relating to Northern Beaches Library Service.

Northern Beaches Council will credit the artist and maintain the integrity of the work, i.e. maintain the original appearance of the image, not crop or distort the image, or overlay text or images.

Delivery, installation and collection

Delivery

- All work must be delivered and installed on the agreed delivery date.
- A family member or friend is permitted to deliver the work on artist's behalf. If your work needs to be couriered, please raise with the Library upon application. Delivery and return will be at the artist's expense.

Installation

- Each work must have an information label attached to the back of the work with the artist's/designer's name and title of work.
- All artworks selected must remain on show for the duration of the exhibition.

Collection

- Artists must be able to collect their work from the exhibition location at the end of the agreed exhibition date, between 10am and 4pm Monday to Friday.
- A family member or friend is permitted to collect the work on artist's behalf, as long as the artist has notified Library staff in advance.

Care and responsibility

Northern Beaches Libraries will exercise all reasonable care with the works submitted but will not be responsible for any loss, theft or damage while in its custody or in transit. Insurance is the responsibility of the exhibitor.

Sale of artworks

Exhibited artists may choose to sell their works. Northern Beaches Council does not deduct any commission from artwork sales and can provide prospective buyers with the direct contact details of the artist, upon request. Northern Beaches Council cannot accept or transfer any money for the sale of artworks, all sales must be directly between artist and buyer.

Acknowledgement and use of logos

The Northern Beaches Council logo is to be used in all promotional material related to the exhibition.

Exhibition agreement

Upon successful application, an Exhibition Loan Agreement is required to confirm Terms and Conditions are agreed and understood.