


citylibraries



# Citylibraries Display Procedure

 [townsville.qld.gov.au/libraries](https://townsville.qld.gov.au/libraries)

 [library@townsville.qld.gov.au](mailto:library@townsville.qld.gov.au)

 Citylibraries Townsville

 townsvillelib

Document Set ID: 26923844

Version: 2, Version Date: 26/03/2025

# Contents

1. Introduction .....	3
2. Definitions .....	3
3. General Criteria for Selection.....	3
4. Available Display Spaces.....	4
5. Information for Exhibitors Regarding the Use of Citylibraries Display Spaces .....	5
5.1. Installation Processes .....	5
5.2. Hanging Requirements .....	6
5.3. Presentation and Maintenance of Displays.....	6
5.4. Uninstall and Collect .....	6
6. Associated Documents .....	7

# 1. Introduction

Townville City Council (Council) Citylibraries offer community display spaces to further its goals of lifelong learning and contribute to the cultural and social sharing of information. This includes small displays and promotional and educational material offered by not-for-profit organisations, individuals and groups for presentation at Citylibraries.

The Citylibraries Policy generally guides and informs this procedure and can be read on Council's public website.

# 2. Definitions

Term	Definition
<b>Display</b>	A public display of art, products, or information showcasing a theme or topic.
<b>Exhibitor</b>	A person or group who displays works of art, products or information showcasing a theme or topic.
<b>Workers</b>	Includes employees, contractors, volunteers and all others who perform work on behalf of Council.

# 3. General Criteria for Selection

Citylibraries offer to display material, when space is available, in designated areas and when content is deemed acceptable and of public interest. Examples of acceptable items include those that are appropriate for all ages and reflect the interests of the general community, particularly in providing:

- informal education and self-development;
- creative and practical information;
- entertainment and leisure information; or,
- general knowledge.

While efforts are made to display accepted materials, there may be times when space is or becomes limited, or requests cannot be accommodated.

Citylibraries cannot guarantee to display all materials and reserve the right to remove or refuse material for display. Examples of unacceptable items include:

- material that may be considered illegal, contentious, discriminatory, defamatory, inflammatory, or offensive;
- material considered to contain graphic, sexual or obscene imagery;
- material which advertises items for sale; or,
- any materials in the display of which would otherwise contravene any laws.

To book a display space, undertake the following procedure:

- Acknowledge that you have read the information as contained in this procedure regarding the use of community display spaces;

- [Complete the online application via this link](#), including review and agreement to Citylibraries Display Terms and Conditions;
- Receive confirmation of approval; and,
- Liaise with Learning & Information Services workers two months prior to arrange installation of display.
  - Email: [libraryexperiences@townsville.qld.gov.au](mailto:libraryexperiences@townsville.qld.gov.au)
  - Phone: 07 4727 8310.

## 4. Available Display Spaces

The following spaces are available for displays:

	Aitkenvale Glass Cabinet	Flinders St Glass Cabinet	Riverway Glass Cabinet
Description	One single-sided lockable glass cabinet with 4 adjustable shelves.	Two double-sided lockable glass cases with adjustable-height glass shelves.	One single-sided lockable glass case with 4 adjustable-height glass shelves.
Dimensions	Height 1.9m; Width 1.77m; Depth 0.47m	Height 1.9m; Width 1.2m; Depth 0.4m	Height 1.48m; Width 1.13m; Depth 0.38m
Lighting	4 down lights	N/A	LED strip light from above

	Aitkenvale Display Wall	Flinders St Display Wall
Description	This space has a hanging rail and is also suitable for attaching lightweight foam board or corflute boards using removable tack or command strip style hangers.	This space has a hanging rail and is also suitable for attaching lightweight foam board or corflute boards using Velcro strips (not dots).
Dimensions	Height 2.4m; Length 6.8m	21m circumference



## 5. Information for Exhibitors Regarding the Use of Citylibraries Display Spaces

Bookings of spaces can be requested up to 12 months in advance and more than one space may be booked at a time or at different times throughout the year. Displays will be installed for up to one month. The changeover of displays generally occurs at the beginning of the month.

Team Manager Library and Community Hubs is responsible for approving and selecting the content of displays.

Citylibraries workers may reproduce the displays for the purposes of:

- Publicity, promotional and critical review;
- Marketing and advertisement; and,
- Creating an archive, reference or database.

Exhibitors are entitled to opt out of providing this licence to Citylibraries when making their application.

### 5.1. Installation Processes

Exhibitors will install their own displays into the glass cabinets at a time agreed upon by the Exhibitor and the Citylibraries workers.

Exhibitors will deliver items to be installed on display walls at a time agreed upon by the Exhibitor and the Council's Learning and Information Services team.

Citylibraries workers will hang items within approximately five business days of receipt of the items.

### 5.2. Hanging Requirements

Where the hanging rail is to be used, it is the responsibility of the Exhibitor to ensure appropriate hanging apparatus (e.g. D-rings) are attached to the items. The framing of items is the responsibility of the Exhibitor.

Where items are to be attached directly to the wall, it is the responsibility of the Exhibitor to ensure sufficient attachments are provided. Heavy duty hook and loop strips (velcro) are required for Flinders Street Library and removable damage-free hanging strips (e.g. command strips) or tack (e.g. blu tack) are required for Aitkenvale Library. If the Exhibitor does not provide appropriate hanging devices, Citylibraries may refuse to display the items and remove the display from the space.

### 5.3. Presentation and Maintenance of Displays

Exhibitors are required to provide information about the display in the form of a printed banner or information board(s). Handwritten signage is not permitted. Perspex pamphlet and poster holders are available on request. Labels/didactics for individual artworks should be uniform in style.

No blu tack or similar products may be used to attach documents to the glass of the cabinets.

Exhibitors are responsible for ensuring the maintenance of displays in the glass cabinets and any external materials to the display case. For example, brochures or flyers.

Citylibraries is not responsible for the security of displayed items. All items are understood and agreed to being displayed wholly at the Exhibitor's risk.

Should an Exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the Exhibitor to secure such insurance cover.

### 5.4. Uninstall and Collect

Citylibraries does not provide storage for surplus display items. Once items are removed, the Exhibitor will be notified. To the extent permitted by law, Citylibraries accepts no responsibility or liability for the storage or safe keeping of the items.

Where the Exhibitor fails to collect the items within two weeks from notification, the items will be considered abandoned, and Council may dispose of the item at their absolute discretion. Townsville Citylibraries will endeavour to contact the Exhibitor to request collection of items.

Where an Exhibitor is unable to collect the display, Council may consider storing the goods for an additional period of time in their discretion where appropriate reasons are provided for failing to collect the display.

## 6. Associated Documents

[Citylibraries Community Displays Application 2024 \(formsite.com\)](#)

Citylibraries Display Terms and Conditions

Citylibraries Policy