

Carnegie Library Exhibition Spaces

The exhibition spaces in Carnegie Library provide opportunities for small exhibitions and displays.



Guidelines

We welcome ideas for exhibitions and / or displays in the available spaces. This pack has all the information you need, including an application form.

We ask that you note the following guidance:

Timescale: We advise that you submit your application as early as possible and ideally six months in advance. If your application is successful we will agree the duration of the work but generally speaking we look to a 2 or 3 week allocation of space.

Applications: Please submit your completed application form by post or by hand to Michelle Jefford, ICT Systems Librarian, Carnegie Library, 12 Main Street, Ayr KA8 8EB, or by email to carnegie.library@south-ayrshire.gov.uk.

Assessment: Your application will be assessed by a Programming Committee and we aim to respond within a four week period. The Programming Committee will decide on which area of the Carnegie Library is most suitable for your exhibition. Due to the high number of applications received, we regret that we cannot always respond to inquiries about the status of a submission, nor are we able to offer detailed feedback or reasoning for rejected submissions.

Confirmation: Applicants will be asked to confirm their intention to accept our offer within one week of notification that their application has been successful.

Cancellations: Please advise of any intention to cancel as soon as possible but no less than four weeks before the agreed start of your exhibition. South Ayrshire Council reserves the right to cancel any events or exhibitions.

Cost: Currently there is no charge for use of the space; however we welcome donations to help us improve the space for communities to enjoy. If you would like to donate please speak to a member of the team.

Added value: As this is community space, we are keen that groups and individuals displaying their work also maximise the opportunity by explaining what they do to a wider audience. This could be by running a workshop, giving a demonstration or any other activity that supports the work displayed. This would be discussed and agreed prior to any agreement of hosting an exhibition or display.

Additional Support:

If successful, in addition to the space you can request the following support, if required:

- Have your exhibition/display listed on our libraries event calendar.
- Access to the library will be during public opening hours only.
- Social media to promote the event- we will provide two posts on Facebook and two posts on Twitter. You must complete and return the following form including any social media links along with a suitable .jpg image **four weeks in advance** of your exhibition.

You can also upload your event on to South Ayrshire Council's events page:

<https://www.south-ayrshire.gov.uk/contact/forms/events/>

What we do not provide:

- Posters or other promotional material.
- Consumables to exhibit or display.
- Sale of any exhibits. If it is a selling exhibition you must administer all sales. South Ayrshire Council's current commission is set at 20% and this would be payable on your total sales.
- Staff support to install or de-install exhibitions or displays or oversee the exhibit period.

Insurance: Groups are advised to ensure that they carry the relevant insurances, including, but not limited to, public and employer's liability insurance, where appropriate. Groups should also consider other relevant insurance arrangements to cover damage to any specialist work being displayed as part of the exhibition, or any specialist work equipment or vehicles, which might not automatically fall within the scope of their own public liability policy. The Council will not be held responsible in the event of such losses.

SCVO provide some useful advice for the voluntary sector:

<https://scvo.org.uk/running-your-organisation/finance-business-management/insurance>

PRIVACY NOTICE

1. South Ayrshire Council will use the information you provide on the attached submission form and on any other associated forms, together with other information the Council may obtain about you, ("Personal Data") to consider and process your application.
2. If your application is unsuccessful the Council not retain your Personal Data and securely destroy following an unsuccessful decision.
3. If your application is successful the Council will retain your Personal Data for up to 6 months which is within the Council's Corporate Records Retention Schedule for administration purposes.
4. By signing and returning the application form you consent to the Council processing and sharing your Personal Data. Your personal data will not be shared out with South Ayrshire Council.
5. You have the right to ask for a copy of the Personal Data which the Council holds on you and which is subject to the Data Protection Act 1998 (for which the Council may make a small charge) and to correct any inaccuracies in your Personal Data. Details of how to request this can be found at: <http://www.south-ayrshire.gov.uk/foi/personal-data.aspx>

Application Form

Please read the associated guidance before completing this form. Once completed, submit it to us at the details below, along with up to 6 image attachments (.jpgs) of your work or links to websites where images of your work are available.

Name of group or organisation *(if applicable)*

Address

Postcode

Telephone Number

Email address

Social media accounts *(if applicable)*

Website address *(if applicable)*

Exhibition content - please describe the content of what will be displayed

What is the format of the items to be displayed? (*framed, wall hung work, sculpture...*)

Approximate size of exhibition

Preferred date(s) (*Does the exhibition / display have a link with a specific date / anniversary? Do you have any plans for an opening event?*)

How will the general public benefit from this exhibition? (*Tell us who your audience will be. You may wish to target specific groups, and detail any workshops / guided tours which you might provide. Are there partners that you will work with?*)

Are there any special requirements related to this exhibition? *(This might relate to security, equipment...)*

Will the works be for sale? *(Please indicate range of prices.)*

Signed

Date

Please submit your completed application form by email to: carnegie.library@south-ayrshire.gov.uk or by post or hand to Michelle Jefford, ICT Systems Librarian, Carnegie Library, 12 Main Street, Ayr KA8 8EB.

Office use

Received:

Actioned by:

Notes: