

Royal Borough of Windsor and Maidenhead

Library and Resident Contact (L&RC)

# Displays & Exhibitions

## Policy

This policy is applicable to the Royal Borough of Windsor and Maidenhead’s Library and Resident Service

DOCUMENT CONTROL

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## REVISION RECORD

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## **1. TITLE**

Displays & Exhibitions Policy

## **2. POLICY STATEMENT**

The guidelines for displays/exhibitions in the libraries are subject to any prohibition by the Royal Borough of Windsor & Maidenhead on particular promotions or advertising.

## **3. PURPOSE**

To outline Library and Resident Contact (L&RC) guidelines for displays in libraries and museums

## **4. SCOPE**

There have been various attempts within national and local government bodies to define acceptable limits for displays and exhibitions in libraries. Most of these have foundered because what is acceptable to one individual or group is not acceptable to others. It is neither desirable nor practicable for colleagues to be required to act as censors and any guidelines must be clear and as far as possible avoid personal interpretations.

## **5. OBJECTIVE**

A library should foster the exchange of ideas and information and maintain the same impartiality with regard to displays as with regard to book selection. Provided that space permits, the only restraint on allowing individuals and organisations to mount displays and exhibitions on library premises should be the law of the land. Displays which are indecent, intended to promote racial or other discrimination, or which are mounted by proscribed organisations which would offend this principle would not be permitted. A library should not permit a display reflecting a particular view of a subject without being willing to permit the same facilities for a display to ensure a contrary display. It is sufficient that it should be willing for its facilities to be used should someone come forward with a contrary display.

## **6. POLICY DETAILS**

**6.1.** The priority order for displaying material is as follows:-

- Category 1: Royal Borough of Windsor & Maidenhead Council
- Category 2: Other public and non-sectarian bodies, including registered charities
- Category 3: Local societies and organisations
- Category 4: Commercial organisations; registered businesses and individuals offering goods or services for profit

- 6.2.** Registered Charities may display materials (digitally or in folders) relating to their work but not collect from customers without the written permission of the Service Lead.
- 6.3.** Material may not be displayed if it contravenes the Royal Borough of Windsor & Maidenhead's own policy on promotion or advertising.
- 6.4.** Exhibitions must be mounted leaving sufficient space for wheelchair access to all parts of the exhibition. (Equalities Act 2010). Further details relating to Museum exhibitions cover accessible font sizes, caption information and caption sheets.

## **7. ROLES AND RESPONSIBILITIES**

Library and Resident Contact Lead

Library and Resident Contact Team Leaders

## **8. MONITORING, EVALUATION AND REVIEW**

Deputy Leader of the Council, Corporate & Resident Services, Culture & Heritage and Windsor; Armed Forces Champion

## **9. DEFINITIONS AND ABBREVIATIONS**

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