



Jyväskylän kaupunki
Jyväskylän kaupunginkirjasto –
Keski-Suomen maakuntakirjasto

30.9.2016

Jyväskylä City Library – Regional Library of Central Finland

Exhibitions and displays

Guidelines and principles

The library will evaluate exhibition proposals based on their content, diversity, artistic quality, quality of implementation and ethical considerations. The exhibition's suitability to library exhibition spaces will also be considered, as the library is open to the public of all ages and backgrounds. Upon request, samples of the items to be exhibited must be presented to the library staff for evaluation. The name of the exhibitor must be clearly displayed in the exhibition.

Exhibition spaces

In the main library of Jyväskylä City Library – Regional Library of Central Finland the exhibition spaces are located on the ground floor lobby and on the second floor in adults' and children's departments. The display areas are open to the public during regular building hours, i.e. the opening hours of the library. In the branch libraries, exhibitions are set up according to the space and supplies available in each library.

Installing and removing exhibitions, exhibition openings and exhibition publicity

The exhibitor will be responsible for installing and removing the exhibition at the agreed times. Exhibition opening ceremonies may be held, but only during the opening hours of the library.

The exhibitor is responsible for any external publicity to promote the exhibition. However, exhibitions currently on display in the library will be featured on the library website and the library may also include the exhibition in its own announcements and press releases. The library has the right to use pictures taken of the exhibition in its own publicity materials without compensation to the exhibitor, unless there is a prior agreement to the contrary.

The library does not guarantee and will not be responsible for the safety of the exhibition materials during the exhibition or during the transportation of the exhibited items. The safety of the exhibition is neither guaranteed nor insured by the City of Jyväskylä. The exhibitor is responsible for both the exhibited materials and the supplies and materials used in the installation of the exhibition. The exhibitor is also responsible for any copyright issues relating to the exhibition.



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Instructions for the exhibitor

Reserving the exhibition space

Exhibition spaces should be reserved well in advance. The exhibition spaces may be used free of charge and all exhibitions will also be free for the public. The exhibition space on the main library's ground floor lobby can be reserved from the newspaper reading room (tel. 014 266 4120). The exhibition spaces on the second floor are located at the adults' department (tel. 014 266 4138) and the children's department (014 266 4113), and can be reserved from said departments. The exhibition spaces of branch libraries can be reserved separately from each library.

After negotiating the time and duration of the exhibition with the library, the exhibitor must fill in the exhibition agreement form. The form is available from the magazine reading room, the library's financial office (4th floor of the main library, tel. 014 266 4099) and the reference desks of the adults' and children's departments. By signing the form, the exhibitor will agree to abide by the library's exhibition guidelines and rules.

Installing and removing the exhibition

The exhibitor will install and remove their exhibition on the agreed date and at the agreed time. The exhibitor must provide all the supplies and materials that are necessary for installing and setting up the exhibition. The exhibition must be set up and arranged so that it does not obstruct passage. In the ground floor lobby area, the City of Jyväskylä notice board, doors of Minnansali and the display cases must not be obstructed. The exhibition must be installed and removed during working days and during the opening hours of the library. Any exceptions to the above must be negotiated with the library in advance.

The lobby on the ground floor has 20 portable exhibition display stands, which are 180 x 136 cm with a 123 x 136 cm mounting area. The adult's department has 7 display stands and 2-3 tables which may be used for exhibitions. The children's department has 10 stands and 3 display cases. The Huhtasuo branch library has a separate exhibition gallery and 6 stands. The exhibition stands may not be moved from one department to another, because the exhibitions at different departments change at different times. The librarians in charge of exhibitions will provide hooks for mounting exhibition items on the display stands, nails may not be used for that purpose.

Only picture rails may be used to mount exhibition items on the walls of the library. Stickers, tacks, pins etc. may not be used. Items may not be taped to be floor. The display cases in the lobby of the main library are not for library exhibitions.

Exhibition publicity and promotion

The library will feature the exhibition on its website and will also enter it into the Jyväskylä region event calendar (<http://www.jyvaskyla.fi/tapahtumat>). The exhibitor will be responsible for all other external publicity to promote the exhibition, e.g., notifying the local news media about the exhibition. The exhibitor may also provide the public with brochures, leaflets or other such material about the exhibition or the exhibitor.



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Opening of the exhibition and exhibition sales

The exhibitor may arrange and hold an exhibition opening ceremony. During the ceremony, a public address system may be used and short musical performances are permitted. Catering services may be arranged, e.g., with Café Novelli (tel. 014 266 0215) in the main library. Serving alcoholic drinks is prohibited without permission from the director of the library. The opening ceremonies can also be held in the library auditorium, but the auditorium must be reserved separately from the library's financial office (tel. 014 266 4099). If janitorial services are required for the opening ceremonies, they must also be arranged in advance.

During the exhibition, the exhibitor may sell publications that are associated with the exhibition. However, the main purpose of the exhibition may not be commercial. The library staff will not take any part in the sales of any exhibition materials or exhibited items.

Responsibility

The library does not guarantee and will not be responsible for the safety of the exhibition materials during the exhibition or during the transportation of the exhibited items. The exhibitor is responsible for both the exhibited materials and the supplies used in the installation of the exhibition. The exhibitor is also responsible for any copyright issues relating to the exhibition.