

Guidelines on Library Exhibitions

This document is intended to provide Guidelines regarding exhibitions in the HSUHK Library. It defines the goals of organizing exhibitions, the nature, security insurance and safety issues as well as the procedures governing these exhibitions.

Objectives

The Library welcomes exhibits that support the iGPS – the social, cultural and intellectual life of the University. As part of the outreach programme, the Library organizes exhibitions which display a variety of exhibits including art culture, mental health, student activities and their project works, etc. The objectives of organizing exhibitions in the Library are:

1. To promote the role of the Library as educating University stakeholders
2. To promote the holdings and scholarly publications of Library collections
3. To support University activities and events
4. To provide flexible space for cultural exchange
5. To foster partnership with other departments
6. To outreach and explore the cooperation with external parties

Procedures

The Library is committed to presenting innovative and quality exhibitions. University community and other individuals or organizations may propose an exhibition for the use of exhibit areas in the Library. Preference will be given to exhibitions which are informative, educational, or aesthetic with connect to the University's teaching, learning and research, or with the interests of the general academic community.

Request must be submitted at least one month in advance of the proposed date of the event. Early discussion is recommended for planning and accommodation of displays and exhibitions. The Library reserves the right to decline and determine the suitability of any display or exhibition with reference to the conditions set forth.

The Library reserves the right, with the consensus from exhibitor, to document and photograph all aspects of the exhibition and its contents for internal or external promotion and distribution for non-commercial propose.

Interested parties are invited to contact the Library, call at 3963-5310 or by email to library@hsu.edu.hk for details. Request from external parties will be considered on a case-by-case basis.

Exhibition Areas

The Library exhibition venues include the following:

Area 1 - Exhibition Area at the G/F of the entrance (9170mm x 7470mm)

Area 2 - Space for All @ HSUHK Library (15175mm x 9750mm)

The access of Area 1 and Area 2 are eligible for all the Library cardholders during the opening hours. For the request of special arrangement or other exhibition areas, requestor is advised to discuss with the Library in advance.

Duration of Exhibit

Normal duration of each exhibition is one to two weeks, which should have specific start and end dates. For longer exhibition period should be further discussed with the Library. The Library will make every effort to honor scheduling commitments but reserve the right to reschedule, postpone, lengthen, shorten or terminate an exhibition.

Exhibition Display Board

The Library can provide a maximum of 12 bamboo display boards for the exhibition. To protect the bamboo boards, use of staples is prohibited. Adhesive tape can be used under the instruction from the Library staff. As resources available to support exhibitions are limited, and partnerships approaches are fundamental to the success of exhibitions.

The black cement wall at the Exhibition Area of G/F can be used for art works display.

Any costs incurred during the course of the exhibition or display, or resulting from the damage to Library property will be borne by the exhibitor.

Installation and Removal

Subject to the availability of staff and resources, the Library may lend the exhibition furniture/equipment to the exhibitors for free in-house use, e.g. display boards. Exhibitors should arrange the set up and removal of their exhibits by themselves. Exhibitors may also hire display systems from their own contractors with the work carried out in the time schedule approved by the Library.

The level of disturbance to other Library users should be minimized. The exhibitor is required to return the site in its original condition after the exhibition.

Security Insurance and Safety

The Library does not provide any insurance for materials on exhibition or assume any responsibilities for the loss, theft of, damage to any materials on display. Insurance coverage should be considered by the exhibitor. In addition, the Library takes no responsibility for the security of exhibits at any time, including installation, transportation and dismantling, etc.

All the exhibits and displays must be placed by considering the safety. Cords or cabling must be packed to avoid stumbling the visitors. Exhibits hanged from the false ceiling must be securely fixed. The exhibitor should also comply with the health and safety guides of the University.

3 December 2019