



## Use of library spaces

- Exhibitions
- Meetings
- Launches / Readings / Recitals
- Classes / Lectures / Talks
- Other events
- Library notice boards

*Library spaces are used primarily for the programmes, events and activities organized by Cork City Libraries staff, and for administrative use. Cork City Libraries may make spaces available to community groups and agencies according to the criteria set out below, when not required for library purposes.*

*Library spaces include separate meeting /activity rooms, and other spaces within the body of the seven libraries in the network.*

### Criteria

1. Libraries are for all, an inclusive cultural and social space.
2. Exhibitions and displays organized in partnership with external agencies are deemed to be library exhibitions for the purposes of this policy.
3. Book launches, readings etc. under the banner of 'The Constant Reader' or in partnership with external bodies, e.g. Munster Literature Centre, are deemed to be library events for the purposes of this policy.
4. Meetings and gatherings of library-affiliated book clubs, conversation classes, etc. are deemed to be library events for the purposes of this policy.
5. Classes, talks, etc. organized in partnership with other agencies, e.g. CACE, VEC, FÁS, are deemed to be library events for the purposes of this policy.
6. Space(s) will be made available to City Council departments, other public bodies, e.g. VEC, and state agencies, when not required for library purposes.
7. Permission to use library spaces may be granted to community, non-profit, cultural, intellectual, charitable and educational groups and organizations.

8. Priority will be given to events that best fit Cork City Libraries' core purpose:
  - i.e. reading /literature
  - learning, in all its forms
  - history / heritage
  - music education
  - community & local authority informationfor children & adults.
9. Space(s) will not be made available to any organization for commercial purposes, or to sell any materials, goods or services.
10. Space cannot be made available for an exhibition or event organized by a political party or movement, an organized religion or anything perceived as such by any fair-minded person, or for any polemical or party-political event.
11. All exhibitions and events will be deemed to be open to all members of the public, and free of any charge.
12. Space(s) will generally be made available during advertised opening hours of the library service point involved.
13. All exhibitions and events must be compatible with general library use, and must not impinge on the enjoyment of the library by other members of the public, or on the safety of public and staff.
14. Publicity for an exhibition or event for which permission has been granted is a matter for the community group or organization. Permission to use space cannot be construed as endorsement of the group or its aims, policies or activities. Permission may be withdrawn if Libraries management deems publicity for the event to be incompatible with the purposes of the library service.
15. No petitions or requests for funding may be made in connection with any group or organization using library space(s).
16. Cork City Libraries reserve the right to recoup any special costs that may arise in the use of library space(s) by other agencies, or the costs of repair or making good should they be entailed.
17. All groups and organizations shall indemnify Cork City Council and its employees in respect of any claims or actions of any kind arising from any negligent act, omission or error of such groups and organizations.
18. **Cork City Libraries reserve the right to cancel or postpone an exhibition or event, should the larger interest of the service so demand.**
19. Permission to use library space is revocable and does not constitute a lease. Denial of an application may be appealed by any person adversely affected to the City Librarian. The City Librarian may overrule or amend a grant or denial of permission to use space(s), should the larger interest of the service so demand. The decision of the City Librarian on granting or denial of permission to use library space is final.

## How to apply / Specific Conditions

### *Exhibitions*

1. All applicants must submit a completed application form to the Senior Executive Librarian, Public Services (in the case of the City Library, Grand Parade) or the Executive Librarian in charge (in the case of a local library).  
Display/Exhibition Application Form is downloadable from [www.corkcitylibraries.ie](http://www.corkcitylibraries.ie) or may be requested in any Cork City Libraries service point.
2. Priority will be given to exhibitions of a literary, historical, informational, community, or artistic nature.
3. All applicants must complete an application form, and submit some samples of their work along with the application. Samples may include a portfolio, slides, photographs and drawings.
4. Application should generally be made well in advance of the scheduled date, and no exhibition can go ahead until receipt of confirmation from the staff member responsible.
5. The work should
  - be of high visual standard and visually interesting;
  - be presented well for public viewing;
  - be suitable for the particular space that is available;
  - be suitable to be viewed by the wider public including children;
  - not interfere with the daily running of the library.
6. Mounting & demounting: While some exhibition boards may be available from the library, the artist/group is responsible for mounting of the exhibition. The artists will be given a date for mounting and a date for demounting on approval of their application. The artist/group must adhere to these dates as not doing so will interfere with the exhibiting schedule of the library. Cork City Libraries cannot accept responsibility for materials not removed on the due date.
7. Promotion: Promoting the exhibition is the responsibility of the exhibition organizer(s). A press contact list will be made available to the artist/group to assist with promotion. The artist/group or person appointed by the artist/group is the contact point for press. Any promotion material must be approved by the Cork City Libraries.
8. Insurance: Cork City Libraries will take normal precautions to minimize risk or damage to displays but will accept no responsibility for any of the materials on display and will not at any time be responsible for loss or damage of the work on display caused in any manner whatsoever. Artists/groups are advised to insure their own work.

9. Sales: While Libraries will not generally host commercial exhibitions, exhibitions with individual works for sale will be considered by the selection panel. While prices of the work may be displayed, prospective buyers must deal with the artists directly. Cork City Libraries staff are not the agents for the sale of works in an exhibition. The artist's/group's contact details are to be displayed during the exhibition and interested parties will be advised to contact the artist or group directly.
10. Exhibition Launch: Exhibitors shall liaise with Cork City Libraries staff prior to the exhibition to make any arrangements for a launch, if a launch is required.
11. The decision of the City Librarian on granting permission to use library space for exhibitions is final.
12. If the exhibition organizers invite the Lord Mayor or his/her Deputy to officiate at the exhibition, they must so inform the Senior Executive Librarian, Public Services (in the case of the City Library, Grand Parade) or the Executive Librarian in charge (in the case of a local library). This is to ensure that Cork City Council protocol is followed.

*Other Events: meetings, classes, talks, etc.*

1. Community groups or organizations must apply to the Senior Executive Librarian, Public Services (in the case of the City Library, Grand Parade) or the Executive Librarian in charge (in the case of a local library).  
Event Application Form is downloadable from [www.corkcitylibraries.ie](http://www.corkcitylibraries.ie) or may be requested in any Cork City Libraries service point.
2. Application should generally be made at least two weeks before the scheduled date, and no event can go ahead until receipt of confirmation from the staff member responsible.
3. Permission may be granted to groups or organizations for multiple events over a period. Renewal applications, if required, must be submitted at the beginning of September each year; prior use of a library space shall not entitle applicants to future use.
4. Cork City Libraries reserve the right to attend and monitor any meeting, class or other event.
5. Organizers of events shall comply with Cork City Libraries policy of access for all.
6. It shall be the responsibility of groups and organizations to ensure that the event and its attendees will not interfere with other library users and/or staff. Cork City Libraries may impose reasonable conditions on any event, in the interests of library users in general. Failure to comply with such conditions will result in cancellation of permission to use library space(s) by such group or organization.
7. It shall be the responsibility of groups and organizations to ensure that the number of attendees at an event complies with health & safety regulations.
8. Light refreshments may be served at events, but no alcohol.
9. Library spaces shall be left in good clean order after events.
10. Cork City Libraries reserve the right to offer an alternative space from the one originally agreed, when circumstances require.
11. The decision of the City Librarian on granting or denial of permission to use library space for events is final.
12. If the event organizers invite the Lord Mayor or his/her Deputy to officiate at or take part in the event, they must so inform the Senior Executive Librarian, Public Services (in the case of the City Library, Grand Parade) or the Executive Librarian in charge (in the case of a local library). This is to ensure that Cork City Council protocol is followed.

## *Notice Boards*

1. In the case of a local library community groups / organizations or individuals must apply to the Executive Librarian in charge for permission to place a poster or notice on the board in the library involved.
2. In the case of the City Library, Grand Parade, community groups / organizations or individuals must apply to the Executive Librarian in charge of the relevant department: Lending Library; Children's Library; Reference Library; Local Studies Library; Rory Gallagher Music Library.
3. In all cases a copy of the poster or notice must be submitted with the request.
4. The relevant Executive Librarian will decide on whether or not to place the poster or notice on the board, taking into consideration the appropriateness of the material and availability of space. Due to constraints of space it is not always possible to place the poster or notice immediately.