

Community-led Cultural Heritage Displays

Vision and Purpose

Clarington Library, Museum and Archives (CLMA), endeavours to create exhibits that are both engaging and locally significant for our community. We welcome partnerships with community groups and individuals who wish to share items of cultural or historic interest in the Local History exhibit cases within our Library locations (Bowmanville, Courtice, and Newcastle.)

The purposes of community partnerships in exhibit development include, but are not limited to:

- Producing specific, focused exhibits for temporary, limited engagements.
- Highlighting a particular group or cultural event.
- Giving the community access to artifacts outside of the CLMA's collection.
- Broadening CLMA's range of exhibit subject matter to appeal to a new or wider audience.
- Presenting to the public unique or 'special interest' exhibits that the CLMA alone would not be able to coordinate.
- Increasing CLMA's presence in the community.

Guidelines for Community Partner Display Collaboration

This program establishes the responsibilities, privileges and guidelines of both the CLMA and the partner group/individual in the collaboration of cultural heritage exhibit development and display.

CLMA will:

- Work with the community partner to find a suitable case location (Bowmanville, Courtice, or Newcastle) and time for the showing of the exhibit.
- Work with groups and individuals to accommodate their needs based on the availability of the Local History exhibit cases and the CLMA's exhibit schedule.
- Provide insight as to artifact installation and placement.
- Reserve the right to edit or modify display content where it is deemed necessary by CLMA staff.
- Act as the final authority on exhibition design and content, including accessibility considerations.
- Assist with production of item labels based on provided information from the community partner.

The Community Partner will:

- Approach CLMA with a fully developed idea as to exhibit theme and content.
- Search out and provide content and artifact interpretation/identification if appropriate.
- Cover the cost of expenses incurred on their behalf in the development of the exhibit.

- Be responsible for setup and removal of exhibit on agreed-upon date.
- Be responsible for any CARFAC fees, if applicable, for any artwork displayed, or agree to temporary copyright for the duration of the display if works are their own.
- Receive appropriate credit for inception, design and creation of the exhibit.

CLMA will not:

- Provide extra staffing during non-office hours to accommodate exhibit installation or resulting tours.
- Provide storage for any exhibit content before or after the exhibit date.
- Guarantee a booking for every group that wishes to create an exhibit, as availability of CLMA resources must be taken into consideration.
- Be responsible for any lost, stolen or damaged artifacts while being displayed or housed within any municipally owned facility.

Duration of Community Partner Displays

The CLMA's regular exhibit schedule will be taken into consideration when arranging the booking and duration of community-led exhibits. Community-led Cultural Heritage Displays must last for a minimum of four weeks. Maximum length will depend on the size and location of the exhibit, as determined collaboratively by the CLMA and the community partner.

Advertising

CLMA will promote the partner exhibit through its social media and website. CLMA may include partner exhibits in its promotions and publications, at its own discretion.

Any additional advertising and promotion may be done by the community partner, at their own cost.

Obligations Regarding Security and Insurance

While CLMA locations are equipped with security systems and monitored by video surveillance, each community partner understands that they are utilizing this public display space at their own risk.

It is left to the discretion of each community partner to secure insurance for their show to protect against theft, damage or an unforeseen circumstance. The CLMA and the Municipality of Clarington will not be held responsible for damages that may occur, and the Community-led Cultural Heritage Display Partner Agreement must be signed releasing the Municipality of Clarington and the CLMA from any such obligations before exhibit development proceeds.

Exclusions and Promotion of Business

CLMA will not promote an organization or individual's business for monetary gain within the context of the exhibit.

Nothing shall be permitted to be displayed on the premises which is contrary to the Criminal Code, or any provincial or municipal act, by-law, or regulation.