

**Government of India**  
**NATIONAL LIBRARY**  
**Kolkata**

**EXHIBITIONS POLICY**

**DECEMBER 2010**

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## **INTRODUCTION**

As part of the Library's mission to provide materials, resources, information, entertainment and lifelong learning opportunities, members of the library staff plan, create, and host exhibitions in the library. These exhibitions are designed to draw interest to collections, key events and programmes; appeal to the diverse interest and concerns of the community served; and reflect current interest, values, trends and cultures of India.

Exhibitions and displays at the library must be of an educational, cultural or civic in nature. They should be a medium by which the National Library can facilitate access to information and knowledge.

## **AIMS**

The aim is to provide a graphic display of themes, ideas and objects that promote and support teaching, learning and research. The library has identified an increasing demand for a space for recreational reading, and facilities for exhibitions and events. Display spaces and activities will act as the social hub of the library and attract new generations and groups of users.

Additional benefits to the Library may include opportunities for:

- enhancing access to the collections and services
- enhancing understanding of Indian life and culture among visitors and users
- attracting new users through exhibitions supported by a range of public programmes
- improving public relations, particularly with the reader community
- displaying the increasing professionalism, skills and knowledge base of the library staff
- encouraging further donations of items and funds.

## **DEFINITIONS**

**Internal Exhibitions** are those that place on public display items from the library collections.

**External Exhibitions** are those in which the library collaborates with institutions and organizations with an academic, civic, or cultural focus, or those that are mounted by other such organizations with the permission of the library or the Government.

**Display Space** is the gallery of the display unit designated for holding exhibitions and events. In addition, each branch of library has notice boards and other spaces where display of material can be located.

**Collection Items** are books, periodicals, Manuscripts, electronic materials, photographs, audiovisual materials, microforms, archival materials, maps, bookplate illustrations, architectural drawings, artwork, etc in the library's holdings.

## **POLICY STATEMENT**

Priority for use of library space will be given to internal exhibitions. These exhibitions typically involve the showing of original items and items normally held in storage. However, exhibitions can also include the simple visual presentation of information in the form of posters or other images.

The library will support two or one major exhibitions per year, as time, staffing and resources allow. These exhibitions will primarily be held to showcases:

- art collections including new art acquisitions
- archives or photographs or architectural drawings collections
- special collections, including rare books
- heritage collections

As an exercise in increasing awareness about the library's collections, exhibitions will not normally draw on loans of items from private individuals or other institutions. However, the space would be available for exhibitions by the Ministry of Culture under its various schemes, by Government Departments, and collaborating institution and organizations, and other exhibitions designated as

External Exhibitions. In addition, the Library will also use display space to create regular small-scale poster and information displays for new books, library events, current affairs and issues relevant to the library.

## **OBJECTIVES**

- Hosting to two or one major exhibitions in a year, plus minor ones including incoming exhibitions;
- Developing and maintaining treasures gallery displays which focus on the library's collections including recent acquisitions and possibly loans

## **EXTERNAL EXHIBITIONS**

The display spaces may also be made available to other library departments, collages for the display of information important to research scholars.

The display space may also be made available to groups and organizations outside the library with an academic, civic or cultural focus with information to display that would be interest to the library community.

## **FINANCE**

The major source of funds would be the Ministry of Culture and the regular and special budget allocations to the library.

## **SECURITY**

- The library will endeavor to provide space and display equipment that is consistent with sound preservation principles. Any concern related to conservation need to be addressed with the Public Relation Officer and the Security Officer.
- The library will arrange adequate security to protect display materials in the exhibition.
- The library will arrange security equipment (i.e. CCTV camera, fire-safety measures etc.) for security while the exhibition is running.

## **PUBLICITY**

- The library will provide the Public Relation Officer with information about the exhibition so that suitable publicity can be arranged for the library community.
- Exhibitions may include a feedback box and forms so that viewers can share their views on the exhibition theme and material.
- The library will provides public notice board / space to advertise items on sale.

## **CONCLUSION**

The Exhibitions Policy is designed as part of the library's aim to be the premier repository of the nation's cultural and intellectual heritage, and one of the world's leading resources for knowledge and information.