



Libraries, Arts & Heritage

Brent Museum and Brent Archive Exhibition Policy 2009 – 2012

Brent Archives

Brent Museum

Date: July 2009

Revision Date: March 2012

Exhibition Policy

Brent Museum and Brent Archives are committed to producing a lively and varied programme of temporary exhibitions on an annual basis. The programme relates to the Libraries, Arts & Heritage Service Plan and the Brent Council Cultural Strategy for 2009 - 2012.

1. The purpose of running such a programme is to:

- attract new and existing audiences
- attract educational visits
- enhance the quality and variety of the visiting experience
- raise the profile of Brent's Libraries, Arts and Heritage Service, of which Brent Museum and Brent Archives is part
- promote Lifelong Learning
- support the concept of cultural cohesion
- encourage individuals and groups who have a connection with Brent to deposit objects and documents at Brent Museum and Brent Archives, allowing the service to record events within Brent and the population of the borough.

2. The exhibition programme is intended to cover a broad range of subjects and allows for a combination of internally curated and externally acquired or curated displays. It will include exhibitions:

- focusing on the heritage and rich cultural diversity of the London Borough of Brent
- using the permanent collections held by Brent Museum and Brent Archives
- which are led by the community
- focusing on broader subjects of more general interest

3. The programme is proactive and exhibitions may only be selected if they demonstrate how they fulfil one or more of the objectives laid out in the Heritage Service Plan; namely

- Engaging the public in the history, heritage and culture of Brent via an exciting public programme of events, talks, activities, and learning opportunities
- Building on and rediscovering collections held by Brent Museum and Brent Archives and interpreting them in new and innovative ways for the public to enjoy
- Increasing the numbers of people actively engaging with their heritage and that of other cultures via new and sustainable community projects and partnerships
- Inspiring people to research their past and that of their borough by providing user-friendly, accessible services and facilities
- Removing barriers to accessing the heritage of the borough

4. Within a 2-3 year cycle there will be a thematic rotation of exhibition subjects taking into consideration age, class, disability, gender, race (ethnicity), religion/ belief (or lack thereof) and sexual orientation, subject to the capacity and resources of the service. Exhibition subjects that contribute towards audience development by attracting particular new audiences identified in Brent Museum and Brent Archives' strategic planning documents may be prioritised.

5. External enterprises wishing to use the galleries for commercial purposes - e.g. displaying art for sale - will be subject to a rental agreement and/or a contract regarding a % share of the total income.

6. In order to ensure exhibitions have sufficient time to gain momentum and are financially viable, the suggested minimum running time for exhibitions in each gallery is:

- Community Gallery (ground floor): 4-5 months

- Special Exhibitions Gallery (first floor): 3-4 months
- The maximum running time for an exhibition in either space is 6 months.

7. Entry to all Brent Museum and Brent Archives spaces is free of charge.

Special Exhibition Gallery

1. Organising bodies of exhibitions in the Special Exhibition Gallery will:

- observe the above criteria regarding exhibition subjects
- work in partnership with Brent Museum and Brent Archives in co-curating displays
- organise a public programme including family workshops, activities and lectures related to the exhibition
- aim to provide activity sheets and ensure the exhibition has elements that are accessible to children
- publicise and market the exhibition
- be responsible for any required changes to decoration, fixtures and fittings and undertake to return the gallery to its original state before the exhibition was installed
- evaluate exhibitions on closure, including any technical and practical issues that may have become apparent.. Such appraisal must also include relevant audience feedback via the Brent Museum survey, which must be made available during all exhibitions

2. Special Exhibition Gallery logistics:

- total floor space approximately 125sqm
- approximately 36750mm (approximately 36 meters) linear wall space with an incorporated hanging system
- four glass display cases of different sizes, two of which are immobile

3. This space aims to host up to three exhibitions a year with the aim of running in line with the academic calendar (i.e. autumn, spring and summer terms)

Community Gallery

1. Organising bodies of exhibitions in the Community Gallery will:

- observe the above criteria regarding exhibition subjects
- work in partnership with Brent Museum and Brent Archives in co-curating displays
- aim to organise a public programme including family workshops, activities and lectures related to the exhibition, subject to resources
- publicise and market the exhibition
- be responsible for any required changes to decoration, fixtures and fittings and undertake to return the gallery to its original before the exhibition was installed
- evaluate exhibitions on closure, including any technical and practical issues that may have become apparent. Such appraisal must also include relevant audience feedback via the Brent Museum survey, which must be made available during all exhibitions.

2. Community Gallery logistics:

- Total floor space approximately 52sqm
- Approximately 11790mm (approximately 12 metres) linear wall space with an incorporated hanging system
- five immobile display cases of different sizes

3. The Community Gallery will host up to three exhibitions per year, with the aim that at least one of these will be the outcome of a Brent Museum and Brent Archives-led community

project. Other exhibitions will be curated and led by community groups or be curated by the Museum and Archives staff and representatives of Brent communities.

Other Information

1. Parties wishing to exhibit items on the wall spaces, in either gallery, must use the hanging system fitted. The Curator can advise on the logistics of using the system.
2. Both galleries have a range of A2 frames and object and book mounts that can be used for exhibitions.
3. All graphics (i.e. gallery interpretation, publicity, text, images) and objects must be discussed and signed off by the Curator before being produced and/or displayed. The Curator will advise on text size and all matters regarding accessibility for people with disabilities as well as offering appropriate advice/guidelines for text, graphics and object usage for display.
4. All publicity material produced in conjunction with the exhibition has to display the Brent Council, Brent Museum and Brent Archives logos.
5. All publicity material relating to the exhibition must be signed off by officers at Brent Council as well as the council's Communications Team before materials can be produced.
6. Once the exhibition has been agreed a contract with key dates and other essential details will be signed to ensure both parties meet the terms agreed. Failure to meet the terms agreed can result in permission to mount the exhibition being withdrawn.

Expressions of interest

1. The exhibition programme for both galleries will be agreed 12 months in advance.
2. Please contact Brent Museum's Curator for details of the next available dates for the exhibitions spaces and deadlines for expressions of interest.
3. All interested parties (external organisations, individuals and Brent officers including Brent Museum and Brent Archives staff) wishing to exhibit in the Special Exhibition Gallery or the Community Gallery must complete the attached Exhibition Proposal Form outlining their exhibition idea.
4. Applicants must pay due regard to the Brent Museum and Brent Archives Exhibition Policy when submitting a proposal and be clear as to how their proposal meets this policy.
5. Expressions of interest will be considered twice a year at Brent Museum and Brent Archives team meetings. These meetings will decide the programme for the following year. One of these meetings will also evaluate the exhibition programme for the previous year.
6. All forms will be considered against the criteria outlined in Brent Museum and Brent Archives' Exhibition Policy.
7. Brent Museum and Brent Archives are happy to discuss your exhibition ideas prior to submission. Please note that no commitment will be made at these meetings to host your exhibition. All forms will be considered at the same time against the exhibition policy.
8. Brent Museum and Brent Archives are part of Brent Council's Libraries, Arts & Heritage Service. They are happy to discuss ideas regarding public programming for your exhibition and positively encourage partnership work with other services (e.g. book readings, linkages with festivals, family activities).

9. Brent officers' decision is final.

10. Parties who have submitted a proposal will be notified of the team's decision by the end of the month their proposal was considered in.

11. Demand for the exhibition spaces is high and will be competitive. You may not be successful, nor may it be possible to offer alternative dates to those originally outlined in your application.