

# COMMUNITY COLLECTIONS APPLICATION GUIDELINES 2020

▶ Melton Library And  
Learning Hub



# COMMUNITY COLLECTIONS PROGRAM

Melton City Council's Community Collections program makes our display cabinet available, free of charge, for the exhibition of arts objects and collected items.

This program is an opportunity to display collections in a prominent and well-lit display case, with no hire fee, and with support and advice from the Melton City Council's Arts Team. Collectors should be able to demonstrate a strong knowledge of their subject area, and own a wide range of high-quality objects that are suitable for display. Objects may include, but are not limited to jewellery, ceramics, historical objects or hobby collections (e.g. toys or small collectibles).

Applications are welcome from artists and cultural object collectors who wish to display items during the calendar year 2020. These guidelines provide important information to inform your application and ensure you understand the terms and conditions of exhibiting objects at our venues. Please read this document carefully before you apply.

## APPLICATION PROCESS

### When can I apply?

Applications are accepted throughout the year, as availability allows.

### How are collections selected?

Submitting an exhibition application does not guarantee your proposal will be accepted.

All applications are assessed by the Melton City Council's Arts Team, against selection criteria outlined below. Some collections will also be displayed by direct invitation, to ensure the delivery of a diverse program of contemporary arts and culture.

### How do I know if my collection is suitable for display?

Applicants are encouraged to view the display case at Melton Library and Learning Hub in advance of submitting their proposal, to ensure the suitability of their collection to the space. This cabinet is suitable for three-dimensional objects only.

### How do I submit my application?

Applications are accepted via an online form which can be found on the arts opportunity pages at: [melton.vic.gov.au](https://melton.vic.gov.au). Applicants will be advised of the outcome of their application in writing.

## More information

Once you have fully reviewed all pages of these guidelines, you are welcome to seek further information about the application process by contacting the Arts Team:

Email: [artsandculture@melton.vic.gov.au](mailto:artsandculture@melton.vic.gov.au)

Phone: 03 9747 5300

## COMMUNITY COLLECTIONS PROGRAM AIMS

Melton City Council's Community Collection program aims to provide community members the opportunity to:

- Create awareness and appreciation of visual arts and culture in the City of Melton
- Assist artists and collectors to profile their collections
- Provide high-quality, diverse arts experiences for local audiences

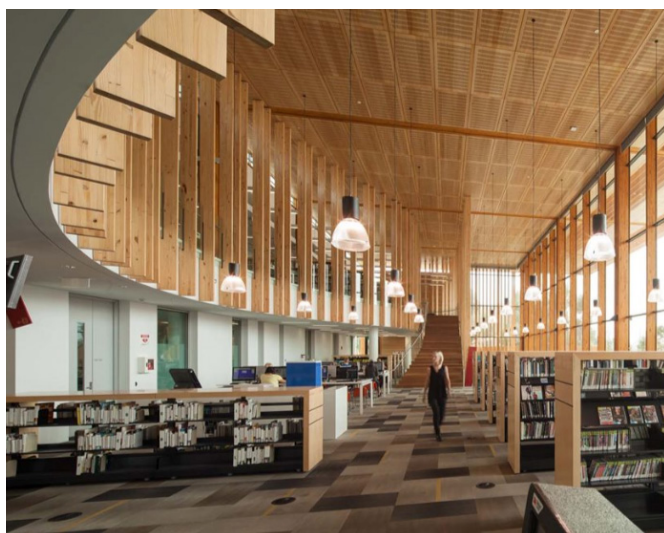
## SELECTION CRITERIA

Although it is not a requirement for each collection to meet all of the selection criteria, Melton City Council assesses applications according to the following:

- **Uniqueness** - objects of this type haven't been displayed in this location before
- **Engagement** - the collection provides public programs, events or activities for the community, or will attract new audiences to the venue
- **Scope and Quality** - the collection includes a wide range of inter-related, high quality objects that are in good condition
- **Relevance** - the proposed collection is relevant to local themes or issues and/or connects with Council strategies and goals.

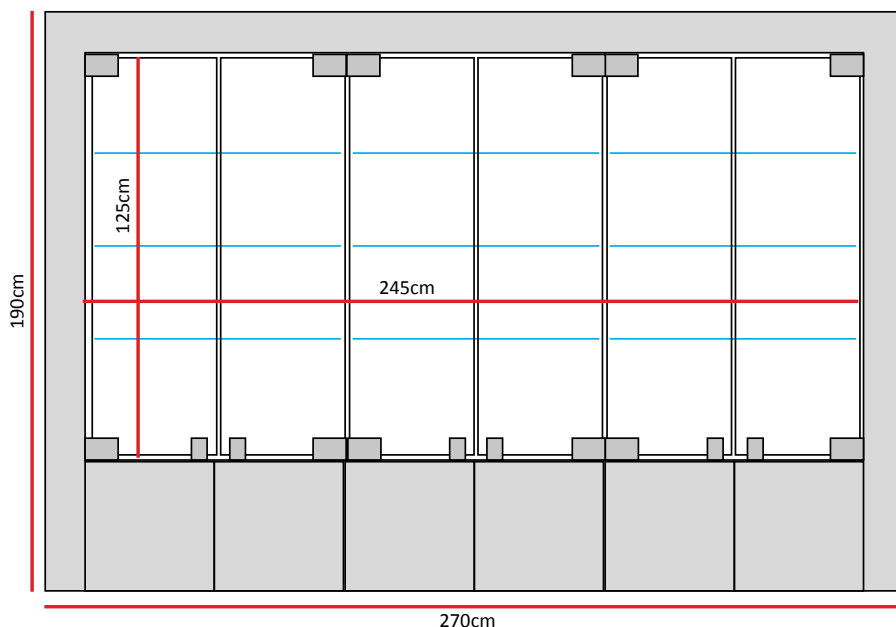
# MELTON LIBRARY AND LEARNING HUB

31 McKenzie St, Melton



Melton Library and Learning Hub is a state-of-the-art community hub in the heart of Melton. The library presents a popular program of events and activities and includes meeting spaces for hire by the community, attracting high visitor numbers. On the top floor of the modern, two-storey building is a display case for the presentation of community collections.

## DISPLAY CASE SPECIFICATIONS:



The cabinet has three sets of lockable double doors, and nine glass shelves with fully adjustable heights, that can also be removed individually. The internal depth of the cabinet is 53cm. The display case is fitted with twelve small, adjustable and dimmable LED mini-spotlights. These lights are fitted with adjustable lenses allowing for broad or narrow beamed lighting. Lighting will be adjusted to each new display by Arts Team staff, in consultation with the Exhibitor(s).



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Image credits:

**1.** Deegan Designs, Fantasy, Myth, Legend Journals 2019. **2.** Deegan Designs, Rooks and Ravens large Grimoire; five signatures; hidden spine; A5. **3.** Deegan Designs, Echinda Awakening necklace; silver chain; black Jasper cabachon with oxidised silver and copper. **4.** Benson Victor c 1900 street camera. **5.** Deegan Designs *Appolomi's Torment* sterling silver necklace with greenstone, Labradorite and freshwater pearls.

## DISPLAY GUIDELINES

Should your application to display your collection be successful, Exhibitor(s) (any collector, artist, group or curator intending to exhibit or display work) and Melton City Council will enter an agreement about roles and responsibilities in delivering a display or exhibition. Please take the time to read what our community collections program can offer you, as well as what will be required of you, if you are accepted into this program:

## MELTON CITY COUNCIL RESPONSIBILITIES

1. **Display Confirmation:** Melton City Council will give the Exhibitor(s) written confirmation of the display to confirm acceptance, installation and demounting dates.
2. **Provision of Labels for Display:** Melton City Council will organise for the design and production of labels and didactic panels, using information provided by the Exhibitor(s).
3. **Marketing:** Melton City Council may provide some online promotion for each display.

## EXHIBITOR RESPONSIBILITIES

1. **Condition of Works:** The objects provided for display are to be in good condition, clean and free from pests or other matter that may put Council's assets at risk.
2. **Display Layout:** The overall final appearance of the display must comply with venue display standards and is subject to Melton City Council's approval.
3. **List of Works, Labels and Collector Statements:** Exhibitor(s) must provide a full list of works, artwork label information and collectors statements a minimum of 4 weeks before the display installation date. The development of these three items of written content is the responsibility of the Exhibitor(s). Please refer to Melton City Council's Arts Team for label templates and advice.
4. **Display Duration:** No works may be removed from an exhibition during agreed display and installation dates.
5. **Installation and De-mount:** It is the responsibility of Exhibitor(s) to install and de-mount their items as required by Council. All installations will be executed within weekday hours between 9-5pm. No works will be stored in Melton City Council's venues outside of the display dates.
6. **Liability:** Except where otherwise stipulated by Melton City Council, objects are displayed at the risk of the Exhibitor(s). Melton City Council will not accept liability for loss, theft or damage in connection with loaned property exhibited or stored at its Exhibition Venues. Exhibitor(s) are advised to take out personal accident cover and insurance to cover loss or damage to artworks during transportation, storage and exhibition

## TERMS AND CONDITIONS

In applying to participate in Melton City Council's Community Collections Program, Exhibitor(s) agree to the following Terms and Conditions:

1. Artworks and objects are displayed at the risk of the Exhibitor(s). Melton City Council will not accept liability for loss, theft or damage in connection with loaned property exhibited or stored at its Exhibition Venues. Exhibitors are advised to take out personal accident cover and insurance to cover loss or damage to artworks during transportation, storage and exhibition, if so desired.
2. Exhibitor(s) must be able to deliver and collect their objects at the advised times.
3. Exhibitor(s) must supply a complete list of objects to be displayed, including a statement about the collection, no later than 4 weeks prior to their display installation.
4. Objects must be ready to install.
5. It is the responsibility of Exhibitor (s) to be available for installation and de-mount as required by Council. Where deemed necessary by Council, staff or contractors will assist with the installation and de-mount of exhibitions. All installations will be executed within weekday hours between 9-5pm. Where Exhibitor(s) cannot attend and assist with installation and demount due to extenuating circumstances, advice is required in advance.
6. Artworks or objects that do not comply with the stated venue purpose, or with Melton City Council policies, procedures or arts program requirements will not be displayed.
7. Melton City Council reserves the right to take images and video of all works in programmed exhibitions and displays. These may appear in Council promotions and publications. The artist will be attributed appropriately where possible.

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**Thank you for reviewing Melton Arts and Culture's Community Collection Guidelines. We welcome enquiries from interested collectors wishing to display their collections at Melton Library and Learning Hub.**

**To discuss your application prior to submission, or for further information about the application process, please contact the Arts Team.**

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## CONNECT WITH US



@imaginemelton



artsandculture@melton.vic.gov.au



9747 5300

We acknowledge that our exhibitions are displayed on the traditional lands of the Bunurong, Wurundjeri and Wadawarrung peoples. We pay our respects to all Aboriginal and Torres Strait Islander Elders, past, present and emerging.