



The National Library of Malta (NLM)

EXHIBITIONS & EVENTS APPLICATION GUIDELINES AND CONDITIONS

History

The National Library of Malta was designed by the Polish-born Italian architect Stefano Ittar (1724-1790), to house the Order of St John's collections of books and valuables, which, according to a decree issued in 1555, were to be left to the Order's Treasury. The founder of the Library was Fra' Jean-Louis Guérin de Tencin, a knight of St John, who on his death in 1766 left an estimated collection of 9700 books. From then on, the Library continued to be enriched by priceless collections. Though the building was completed in 1796, it was only in 1812 that the *Bibliotheca Publica* was officially inaugurated by Sir Hildebrand Oakes, British Civil Commissioner to Malta. Since 1976 it has been known by its present name, the National Library of Malta. Among the Library's holdings are the Archives of the Order of St John, the Archives of the *Universita' dei Giurati* (the island's local government prior to 1530), *incunabula* and rare books, as well as a rich Melitensia collection comprising books, newspapers, periodicals, maps and photographs. After having served as the island's first Public Library, the Bibliotheca is now solely a research and reference library.

USE OF PREMISES

Malta Libraries provides the use of the National Library of Malta for the holding of cultural events, exhibitions, classical concerts, filming, photography and other activities. The spaces available for use are the Reading Hall, the Foyer before entering the Reading Hall, the main Staircase and the Reception Area.

Characteristics

Reception Area: c. 8 m wide x 5.5 m long

Staircase: c. 3 m wide x 25 m long

Foyer: c. 4.5 m wide x 6.5 m long

Reading Hall: c. 13 m wide x 41 m long

Seating capacity in Reading Hall: 150

Showcases: 7 measuring 2.85 m x 0.75 m each; 4 measuring 2.85 m x 0.85 m each

Projection facilities: Projector onto white screen, smart TV/monitor, including cables.
(Screen size: 1.40m x 1.40m; Laptops are not provided)

Sound facilities: In-house PA system with speaker and microphone

Lighting: The use of soft lighting only is permitted in the Reading Hall.

Airconditioning: There is no air-conditioning in any of the areas. Fans can be provided.

Accessibility: No lift is available.

Restrooms: Only one toilet is available. No step-free restrooms are available.

Changing area: There are no specific changing areas, but there are spaces that can be used.

Opening Hours:

Winter (1st October till 15th June)

Monday to Friday: 08:15–17:00

Saturday: 08:15–13:00

NB. On every 3rd Saturday of each month, the National Library is open from 08:15 till 16:00hrs during the Winter schedule.

Summer (16th June till 30th September)

Monday to Saturday: 08:15–13:15

Sundays and Public Holidays: Closed

Terms and Conditions for Exhibitions and Events

1. APPLICATION

1.1 APPLICATION REQUIREMENTS

Application for use of the National Library premises will be considered by Malta Libraries subject to the following:

1.1.1 Exhibitions

- a) A completed and signed Malta Libraries NLM Application Form is to be submitted. In the case of a collective exhibition, one person should represent the group as the Organiser, and remain the contact person for the group throughout the planning stages and during the exhibition.
- b) Detailed Project Proposal including sample images of content to be exhibited and a Curatorial Framework Plan where possible. The engagement of a Curator for exhibitions is greatly encouraged.
- c) The Application and Proposal are to be submitted at least 3 (three) months prior to the intended exhibition opening.

1.1.2 Events (Lectures / Literary / Conferences / Filming / Photosessions / Others)

- a) A completed and signed Malta Libraries NLM Application Form is to be submitted. In the case of a group performance or event, one person should represent the group as the Organiser and remain the contact person for the group throughout the planning stages and during the event.
- b) In the case of lectures / literary events / long-term filming, a Project Proposal is to be submitted including a list of speakers and a detailed programme of the event at least 1 (one) month prior to the event.
- c) In the case of conferences / performances, a Project Proposal is to be submitted at least 1 (one) month prior to the event.
- d) In the case of one day events and activities including filming, photo sessions and civil weddings, a completed and signed Malta Libraries NLM Application Form is to be submitted at least 1 (one) month prior to the event.

2. FEES

For the use of the premises for exhibitions/events, Malta Libraries charges an administrative fee of €100/hr for any events taking place after opening hours or for

events which require the assistance of additional staff members, by bank transfer or cheque payable to Malta Libraries. A non-refundable deposit of €50 is required per booking. Should seating be required, chairs can be hired at an additional charge of €40 per function. Cocktail tables are also available for hire at €40 per function.

Fees include the following:

- a) Use of the requested space/s;
- b) Assistance in setting up of exhibitions, including provision of Library material;
- c) Manning of the exhibition spaces, although a representative of the Organiser is encouraged to be on site during visiting hours;
- d) PA system with speaker and microphone;
- e) Fans.

All other expenses are to be borne by the Organizer. The Organiser is obliged to take care of:

- a) Transport of exhibits / disposal of packing material (in the case of exhibitions);
- b) Mounting and dismantling of exhibition / equipment under the supervision of a Malta Libraries representative;
- c) Sale of any item.

3. CONDITIONS

3.1 Exhibitions and Events

- a) Exhibitions will be open to the public free of charge.
- b) The setting up of the exhibition will be carried out, under normal circumstances, one or two days before the inauguration, unless more time is required, and this is communicated clearly in the Project Proposal.
- c) All interventions in connection with the setting up of the exhibition/event are to be totally reversible and ensuring that no damage is done to the premises and items within.
- d) Malta Libraries is not responsible for processing the sale of items related to the exhibition/event.
- e) No item may be removed from the exhibition during the period booked, unless in agreement with Malta Libraries, in which case a replacement is to be exhibited.
- f) All works exhibited (except for Library material) on the premises remain the responsibility of the Organiser.

- g) Malta Libraries' equipment is to be handled only by Malta Libraries personnel unless otherwise agreed.
- h) Malta Libraries reserves the right to decline the request of any item from its collection which it does not deem fit for exhibit. Moreover, Malta Libraries may remove any of its items included in the exhibition at any time it feels necessary.

4. GENERAL CONDITIONS

4.1 Printed and Transmitted Material:

- a) Malta Libraries and the National Library of Malta logos are to appear on all printed material (leaflets, brochures, invitations, posters and other publications). A draft copy of all items is to be sent for approval by Malta Libraries on customercare.nlm@gov.mt prior to printing. Two copies of promotional posters are to be given to Malta Libraries for dissemination. A digital copy of the poster is also to be submitted. Two copies of all printed material are to be deposited at the National Library for record purposes.
- b) Should an event, in particular filming, include dissemination of information related to Malta Libraries, the National Library of Malta or any of its assets, relevant information is to be previewed by Malta Libraries personnel. Malta Libraries reserves the right to ask for the revision of text/script prior to its filming/publication.
- c) If required, reference to the 'National Library of Malta' should read 'Bibljoteka Nazzjonali ta' Malta' in Maltese and/or 'Bibliotheca Melitensis' in Latin.

4.2 Inauguration of Exhibitions / Events

- a) Malta Libraries is to be informed who will be inaugurating the exhibition/event.
- b) Malta Libraries will provide one security staff member during the inauguration of an exhibition/event.
- c) Drinks for the reception can be delivered and stored at the National Library a day before the inauguration. The National Library is to be advised of delivery times. If these are before or after opening hours, a fee of €100/hr applies.
- d) The cost and organisation of catering services for any reception is the sole responsibility of the Organiser. No food or drink is allowed in the Reading Hall.
- e) Following the official opening of the event, the Organiser must remove remaining drinks, empty bottles, glasses and other related items from our storage area within 2 (two) working days.

- f) 15 (fifteen) invitations to the inauguration of the event are to be reserved for Malta Libraries.
- g) Malta Libraries is to be supplied with a copy of any published press releases for its records.
- h) As the National Library is a research library, events related to exhibitions, other events such as lectures, book launches, civil weddings, as well as filming and photo shoots have to take place outside normal working hours, i.e. on:

Winter Schedule

Weekdays after 5:00pm,
Saturdays after 1:00pm

Summer Schedule

Monday - Saturday after 1.00pm

5. SPECIAL CONDITIONS

- a) It is to be ensured that any event organised at the National Library will have no negative impact on the premises and their contents. Any fixtures or installations are to be totally reversible. The cost of any repair or restoration of Malta Libraries assets damaged by the Organiser shall be borne by the Organiser and carried out by Malta Libraries personnel or a restorer approved by Malta Libraries.
- b) In exceptional circumstances Malta Libraries reserves the right to postpone, shorten or cancel exhibition/event dates.
- c) Malta Libraries may offer to extend the duration of exhibition/event dates.
- d) During the time of an exhibition the National Library premises may be used by Malta Libraries for its own purposes and other functions and activities.
- e) No disturbance whatsoever is to be caused to users of the National Library, particularly to researchers.
- f) Organisers and participants are to adhere to Malta Libraries' security measures.
- g) Depending on the nature of the event/activity being organised, Malta Libraries may ask the Organiser to provide a suitable, sufficient and systematic Risk Assessment in line with L.N. 36 of 2003 (General Provisions for Health and Safety at Work Places Regulations, 2003).
- h) No additions will be allowed to the agreed events/activities and their requirements after the Agreement is signed.
- i) Malta Libraries requires official identification documentation for persons working on exhibitions/events in order to be allowed access.

- j) Malta Libraries reserves the right to terminate any exhibition/event should any of the conditions agreed upon be breached by the Organiser.

AGREEMENT

Signed in agreement with the above conditions

Organiser	Director Libraries Operations / CEO Malta Libraries
Name	Name
Signature	Signature
Stamp	Stamp
Date	Date