

**Bolton Library and Museum Services**

## **Exhibition Programming Policy**

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Date approved:	
Date uploaded to intranet:	
Review date:	December 2029
Key words:	Museums, archives, aquarium, exhibitions

### Version control

Version	Author of changes	Date (Month, Year)	Revisions from previous issues	Circulation
1.0	Pierrette Squires	Dec 2014	New policy implemented and approved	
1.1	Pierrette Squires	2020	Updated	
1.2	Matthew Watson	January 2025	Revised	
1.3			Published on *insert department* policies intranet page	
2.0			Reviewed to include	Via Intranet
2.0		Jan 2025		Published online

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## **1. Introduction**

This policy covers all temporary exhibitions at Bolton Library and Museum Service venues, including those that have been proposed and developed by external groups and organisations.

## **2. Purpose of the Document**

The aim of this policy document is to provide a clear summary of the service's priorities in relation to the programming of temporary exhibitions. The policy should be read in conjunction with the Interpretation Policy, Access Policy, and Text Guidelines document.

## **3. Terminology and Definitions**

For the purposes of this document, an exhibition is defined as a curated, planned, and public display of a collection of objects, artefacts or specimens. The exhibition will usually highlight a particular theme or topic. It will be open to the public for a defined period, i.e., not classed as a long-term or permanent display.

## **4. Duties and Responsibilities of Individuals and Groups**

The following are responsible for the implementation of the Exhibition Programming Policy:

Overall strategic management of exhibitions is provided by the Senior Management Team.

Oversight and approval of exhibition proposals, timetabling, object lists, and key story storylines is provided via quarterly exhibition planning and review meetings.

Museum Access Officers for Collections, Archives and Aquarium are responsible for developing and project managing exhibitions, usually as part of a small exhibition project team.

Team Leader: Library Access and Education and Programming Assistants to facilitate wider engagement including learning and events.

Wherever possible, we will work with local communities to co-curate and co-design temporary exhibitions.

## **5. Exhibition Programming Policy**

### **5.1. Overview**

The Central Library and Museum building on Le Mans Crescent is at the heart of Bolton town centre. The venue comprises of:

- ⇒ High quality galleries for temporary exhibitions
- ⇒ Permanent displays using the art, local history, Egyptology, natural history & World collections
- ⇒ A History Centre for access to the borough's archive and local history collections
- ⇒ An Aquarium focused on fresh water tropical fish
- ⇒ Storage for archive and museum collections
- ⇒ Meeting rooms, learning studio and performance spaces

⇒ A large public Library

## **5.2. Aim of the Exhibition Programme**

The aim of Bolton Library and Museum Services is to:

**“To share and shape our collections, knowledge and spaces with and for everyone”**

The service achieves this partly through its exhibition and engagement programme. The service works with a wide range of partners at local, regional, national and international levels to deliver its exhibition programme which:

- ⇒ Reflects the rich diversity of Bolton and celebrates the creative activity of the borough.
- ⇒ Supports the development of a vibrant town centre which is an attractive destination for visitors
- ⇒ Enhances the local, regional and national and international profile of the museum service and the borough of Bolton
- ⇒ Brings to Bolton high quality exhibitions from other cities and other countries
- ⇒ Delivers exhibitions that encourage participation in arts and heritage activities by the people of Bolton and visitors to the town
- ⇒ Complements and enhances the permanent exhibitions at the museum: Bolton Lives, Art Gallery, the Egypt Galleries, Nature Gallery and the Aquarium
- ⇒ Works with local communities to co-curate and co design exhibitions

The museum aims to maintain existing audiences and to develop new audiences with an exhibition programme that is:

- ⇒ Enjoyable and fun
- ⇒ Inspiring and engaging
- ⇒ Supports the objectives of Bolton Council

## **5.3. Target Audiences**

The exhibition programme in its entirety aims to cater for the whole community. Specific exhibitions will be targeted at the following audiences:

- ⇒ Under 5s
- ⇒ Schools
- ⇒ 14–25-year-olds
- ⇒ Students
- ⇒ Family audiences
- ⇒ Older people
- ⇒ Local audiences
- ⇒ Regional/national audiences
- ⇒ Tourists
- ⇒ Groups who rarely visit the museum
- ⇒ Underrepresented groups

## **5.4. Selection Process**

The exhibition programme is delivered by the Museum Collections Team in consultation with colleagues in the wider service including the Education and Programming Team.

Ideas and suggestions for the exhibition programme are put forward by Bolton Library and Museum Services staff and by individuals and organisations outside of the service. These should be in the form of a written proposal (see Exhibition Proposal Form).

Exhibition proposals, including those submitted by external groups and organisations, are considered at quarterly exhibition planning and review meetings.

Selection of projects for the exhibition programme takes account of:

- ⇒ Relevance to the Exhibition Programming Policy
- ⇒ Capacity of staff
- ⇒ Quality of project
- ⇒ Demonstrable interest to a wide audience

The selection of exhibitions is also made to create a balanced programme in terms of our target audiences.

## **6. Monitoring and Evaluation**

The Exhibition Programming Policy should be reviewed at five-year intervals.