

# Working with the Library of Birmingham

The Library of Birmingham is the largest public library in Europe. With its central location, landmark building, exhibition gallery, and world-class collections, the Library is a unique cultural venue that attracts thousands of visitors every day.

The Library works with partners throughout Birmingham and across the UK. Many spaces within the Library can be hired for functions, events, and exhibitions. For more information see [www.uniquevenuesbirmingham.com](http://www.uniquevenuesbirmingham.com)

If you would like to work with the Library on a public exhibition, please complete the *Enquiry Form* below and return it to [enquiries@libraryofbirmingham.com](mailto:enquiries@libraryofbirmingham.com?subject=COMPLETED%20EOI) with the words “COMPLETED EOI” included in the email subject line.

Please consider the following points when completing your form:

* Linking with Library services – Which Library services does your proposal link to? See <http://www.libraryofbirmingham.com> for more information about the Library.
* Learning & creativity - Libraries are about learning in the broadest sense. Please show how your exhibition will promote learning and creativity.
* Visitors – Who will your exhibition attract to the Library of Birmingham?
* Promotions – How will you let people know about your exhibition? Do you have a budget for marketing?
* Costs – Please briefly explain how you will fund all aspects of your proposal including research, design, production, and installation.
* Birmingham – How does your exhibition relate to the people, businesses, and communities of Birmingham? How will your proposal promote Birmingham as a great place to live, visit and do business?

**Exhibition space at the Library of Birmingham is very limited. All exhibitions must therefore clearly demonstrate how they will benefit the people of Birmingham.**

**Please complete all parts of the form.**

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| Exhibition Enquiry Form | |
| If you would like to work with the Library on a public exhibition, please complete this Enquiry Form and return it to [enquiries@libraryofbirmingham.com](mailto:enquiries@libraryofbirmingham.com?subject=COMPLETED%20EOI) with the words “COMPLETED EOI” included in the email subject line. | |
| **Contact Details** | |
| Name |  |
| Organisation |  |
| Status of Organisation | *e.g. charity, commercial, educational* |
| Phone Number |  |
| Email |  |
| Date Form Completed |  |
| **About You** | |
| Exhibition budget | *What overall budget do you have for creating and installing the exhibition?* |
| Marketing budget | *What marketing budget do you have for the exhibition?* |
| Funding source | *How are you funding the exhibition?* |
| Experience | *What experience do you have of putting on exhibitions?* |
| **Event Details** | |
| Name of Exhibition |  |
| Dates of Exhibition |  |
| Exhibition Description | *Please give details about the exhibition including its subject and how it will be physically displayed.* |
| Visitors | *Who will be attracted to the Library by your exhibition?* |
| Expected Attendance | *How many people will visit your exhibition?* |
| Promotional Statement | *Provide a short statement promoting your exhibition (50 words max)* |
| **How will your exhibition achieve the following?** | |
| Feature Birmingham | *Explain how your exhibition is about Birmingham and its people.* |
| Promote learning | *Briefly describe what people will learn from your exhibition.* |
| Link to Library services | *How will your exhibition connect with other parts the Library?* |
| Bring people to the Library | *How will your exhibition attract new people to the Library?* |
| Encourage creativity | *Explain how your exhibition encourages visitors to be more creative.* |
| Connect with Birmingham | *Describe why your exhibition particularly connects with Birmingham people.* |
| **Exhibition Requirements** | |
| Space | *Please provide exact details of space required.* |
| Equipment | *Please list all the equipment that you will provide.* |
| Staff | *How many members of staff will you make available for the project?* |
| Marketing | *How will you promote your exhibition?* |
| Legal | *What insurance, licences or other legal requirements does your exhibition need?* |
| **Please complete all sections of this form – incomplete forms cannot be assessed.** | |