

## FAQs

Here is a list of questions and answers that people have found useful when completing the Application Form for the Charnwood Museum Community Spotlight Case.

### Is it free to use the Community Spotlight Exhibition Case?

Yes, the Community Spotlight Case is free of charge for not-for-profit organisations and local individuals/community groups.

### What are the dimensions of the Community Spotlight Case and display area?

Please visit [www.cultureleicestershire.co.uk/projects/spotlight-case](http://www.cultureleicestershire.co.uk/projects/spotlight-case) to see a diagram relating to the case dimensions. Alternatively, you can ask a member of staff at Charnwood Museum to give you a paper copy of this diagram.

### What sort of things would be acceptable to display?

Your display needs to be relevant to themes which are currently reflected in the permanent exhibitions on display at Charnwood Museum and reflect our local communities. Themes include:

- 1. Heritage and Culture** - Communities of Charnwood are rich and diverse.
- 2. Coming to Charnwood** - People have been coming to Charnwood for centuries to work, to live or just to visit.
- 3. The Natural World of Charnwood** - The geology and flora and fauna of Charnwood is some of the most interesting in the country.
- 4. Innovation in Charnwood** - The changing industries of Charnwood and the many thousands of skilled people who have worked in them and have produced goods that have been exported all over the world.

**Please don't worry if you're not sure how your display links to one of these themes** - we can discuss this further with you and look to find a connection!

In addition to the themes listed above, we are particularly interested in displays that relate to the following areas:

- Cultural awareness
- How your community group has contributed or impacted on the life of people or places in Charnwood
- Lifelong Learning
- Wellbeing

### How long would an exhibition last for?

Charnwood Museum will host approximately 3 community exhibitions in the Community Spotlight Case per year. Exhibitions usually run for a 3-4 month period which allows for a change over period when exhibitions will be installed and taken down.

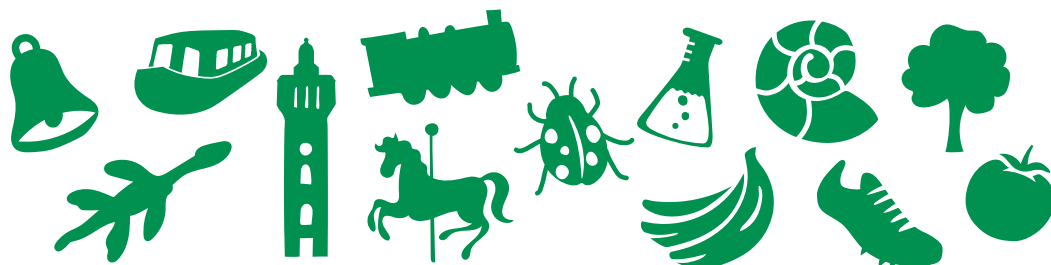
**Period 1:** March - June

**Period 2:** July - October

**Period 3:** November - February

### Are there any examples to see of what has previously been exhibited, and how the space was used?

Please visit [www.cultureleicestershire.co.uk/projects/spotlight-case](http://www.cultureleicestershire.co.uk/projects/spotlight-case) to see examples of previous exhibitions which have been displayed. Alternatively, you can ask a member of staff at Charnwood Museum to give you a paper copy of these examples.



### Does the Community Spotlight Case have lighting?

Currently there is no specific lighting source which can be controlled within the case. The Community Spotlight Case is completely made of glass including its ceiling.

### Does the Community Spotlight Case have a controlled temperature?

The Community Spotlight Case is not environmentally controlled and will be subject to slightly fluctuating temperatures and relative humidity. It does not have direct natural light. For most objects on display for 3-4 months the conditions should be acceptable, but if you have any concerns, please talk to us.

### Who publicises the exhibition?

Your exhibition will be featured on our Culture Leicestershire website: [www.cultureleicestershire.co.uk/projects/spotlight-case](http://www.cultureleicestershire.co.uk/projects/spotlight-case) as well as Charnwood Museums website: [www.charnwoodmuseum.co.uk](http://www.charnwoodmuseum.co.uk)

We also use social media to let people know what is happening, including Facebook, Twitter and Instagram.

We can provide you with a poster template if you need support creating your own poster to promote your exhibition. We can print copies of your poster and display this within the Museum.

You will also have a wealth of contacts and we encourage you to spread the word and help promote your exhibition in ways that work for you.

### Do I have to prepare everything myself?

Yes, it is your responsibility to create/provide the content and labels to support your exhibition. We can help by providing guidance, which will support you to write content and tell your story effectively.

### When can I access the Community Spotlight Case to prepare the exhibition?

You and the museum determine the exhibition arrangements closer to the agreed-upon dates. You have a designated window of opportunity, usually one week before and after your exhibition dates, to install and take down your exhibition.

### How secure are my exhibits/items whilst they are in the case?

The case is accessed from a locked rear door and is situated in an invigilated area close to the Museum welcome desk. The Museum has security systems including CCTV and alarms in place when the building is closed.

### Do I need insurance?

When objects/artworks are on display, they will be classed as on loan to the Museum Service. This means that you will need to provide a valuation of each object so it will be covered by our insurance policy. Please let us know if individual objects are of high value as we may need to advise our insurers.

### Can I go and have a look at the space?

Yes, it's free to visit. Please check the Museum opening hours as this information changes depending on the time of year [www.charnwoodmuseum.co.uk/opening-times](http://www.charnwoodmuseum.co.uk/opening-times)

### How do I apply to use the space?

To apply to use the Spotlight Community Case please visit [www.cultureleicestershire.co.uk/projects/spotlight-case](http://www.cultureleicestershire.co.uk/projects/spotlight-case) where you will find an **Application Form**. This form will need be filled in and returned via email to [culture@leics.gov.uk](mailto:culture@leics.gov.uk)

Alternatively, you can ask a member of staff at Charnwood Museum to give you a paper copy.