

LIONEL BOWEN LIBRARY EXHIBITION SPACES – OVERVIEW

ABOUT THE SPACES:

Randwick City Library provides opportunities for artists at all stages, from hobbyists to professionals, to showcase their work.

There are two spaces available to display or exhibit works at Lionel Bowen Library in Maroubra: the **Main Exhibition Space** and the **Rotary Display Cabinet**.

Exhibiting in the library is free. Both spaces are prominently positioned in a high traffic area of the library. The library will promote exhibitions to the local community via various digital and print communication channels, typically reaching over 50,000 local residents.

- **The Main Exhibition Space** is located on level 1 within the library. It offers approximately 55m² of space with a picture hanging rail system along three sides, suitable for framed art and hanging panels (20–40 artworks, depending on their sizes.) Additionally, there are three locked glass display cases, all of which must be utilised as part of the exhibition. Each case holds approximately 6–10 smaller pieces. *See pages 2–3 of the document for full layout, dimensions and features of this space.*
- **The Rotary Display Cabinet** is located on level 1 to the left of the library entrance. It is a secure glass case (118cm x 153cm) with four shelves. Three of the shelves are glass, and each glass shelf is 50cm x 58cm. The fourth shelf forms the base of the cabinet and is 50cm x 110cm.

APPLY TO EXHIBIT:

The **Main Exhibition Space** schedule is planned approximately 12–18 months in advance. The **Rotary Display Cabinet** is typically available within 3 months.

To exhibit your artwork in either the Main Exhibition Space or the Rotary Glass Cabinet, please apply online via the form on our website www.randwick.nsw.gov.au/library/library-events/library-exhibitions.

Please ensure that you own the copyright for all displayed works and that the library has the right to exhibit them in a public setting. Any music or moving visual footage must have proper licensing.

Include in your application:

- CV/Bio (including your contact details)
- Exhibition statement (a description of the proposed exhibition and your art practice, and details on how your exhibition will appeal to the library community)
- Images (up to 10) and links to your website or social media (if available)

Applications will be acknowledged within two weeks.

When reviewing applications, the library considers:

- Relevance and appeal to the community
- Whether the artist is a local resident of Randwick LGA
- The ability to fill the available space

If you have any questions, please call (02) 9093 6400, or email contactus@randwick.nsw.gov.au



Main Exhibition Space



The Rotary Display Cabinet

LIONEL BOWEN LIBRARY MAIN EXHIBITION SPACE – INFORMATION

GUIDELINES FOR EXHIBITORS:

Installing and Dismantling Exhibitions:

- The artist is responsible for installing (bump-in) and dismantling (bump-out) the exhibition. **Library staff do not physically assist with installation. It is recommended to engage a professional installer.**
- A library staff member will supervise exhibitors during installation and dismantling to ensure compliance with Randwick City Library's operational and safety guidelines.
- Bump-in and bump-out dates are during weekdays and library opening hours and must be confirmed at the time of accepting the booking.
- The library provides nylon wires and hooks for hanging artwork using the picture hanging rail system. Any other materials required are to be supplied by the exhibitor.
- D-rings are recommended (see images below) for hanging frames/panels from the picture rail system.
- Glass display cases must be activated with items relevant to the exhibition and remain in the space. Picture display stands can be provided on request.
- The use of adhesive substances like 'Blu Tack' or similar is not permitted in this space. If unsure, check with the Library Events and Marketing Team.
- The library creates and prints the exhibition labels at no extra cost, and provides suitable tape to mount the labels to the walls. A ladder is also available.



D Ring examples



Our hanging system: hooks and nylon strings. It is recommended to attach the left and right side D-rings in upper 3rd of frame.

FREQUENTLY ASKED QUESTIONS:

How long does an exhibition run for?

- Usually four weeks, but duration can vary and will be confirmed upon acceptance.
- Available dates will be discussed after application approval.

Do I need insurance for my artwork?

- Yes, insurance is recommended, especially for valuable items. The library may insure artworks while they are on display, but they are not covered during transit, installation, or removal.

What kind of lighting and display facilities are available?

- Standard gallery lighting is provided.
- The space includes locked glass display cases.

Can I hold an opening event?

- This can be discussed with library staff after approval.
- Artists can also discuss the possibility of hosting workshops or talks during the exhibition.

Can I sell artwork during the exhibition?

- No, the library does not handle sales during the exhibition. However, we can provide your contact details to any interested parties.

Will my exhibition be promoted by the library?

- Yes. The library will promote the exhibition to the local community via digital and print communication channels, such as posters, website listings, enewsletters, social media and digital screens. We typically reach over 50,000 local residents.

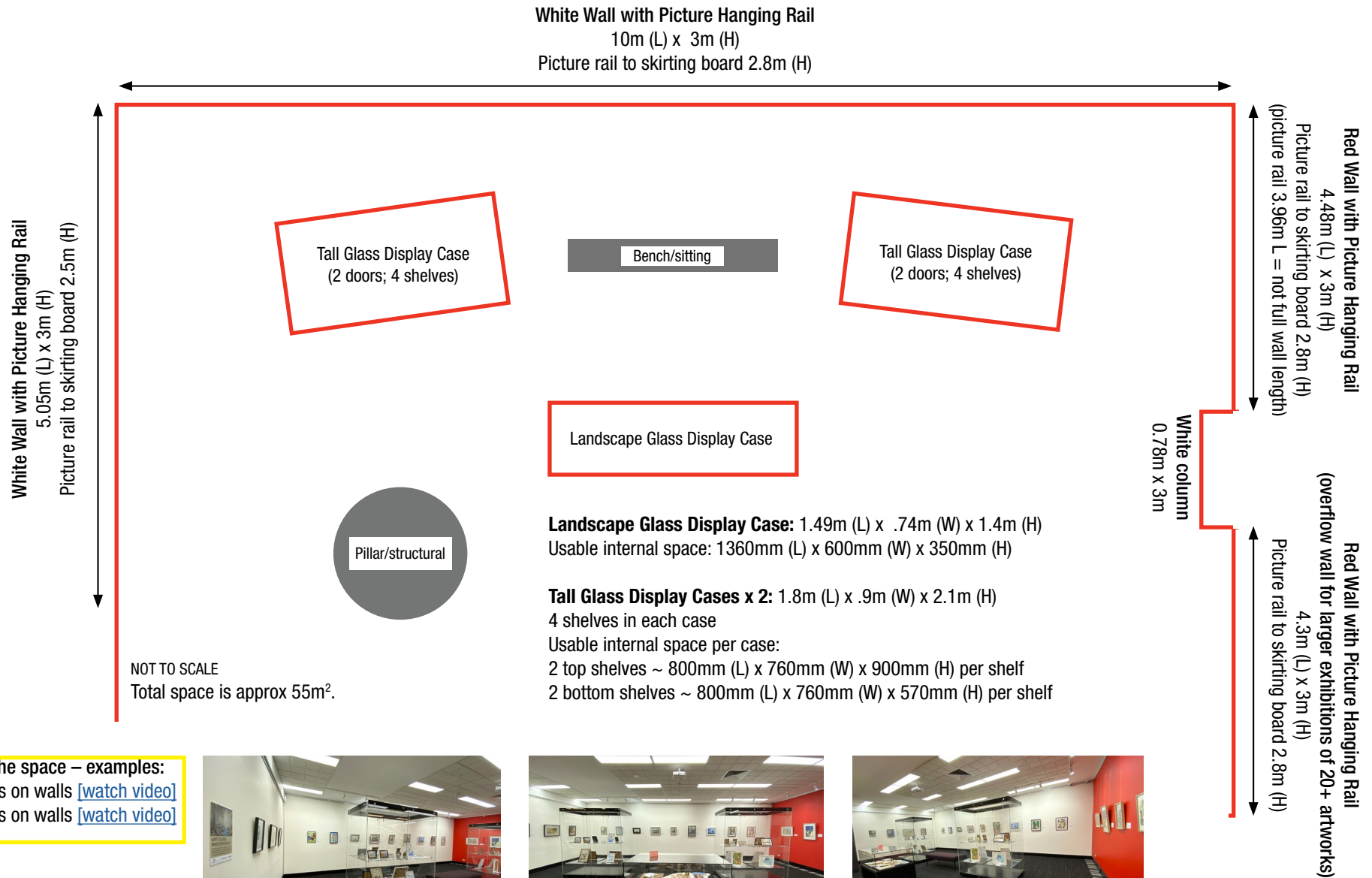
Is there a process for gathering visitor feedback?

- The library provides a survey poster with a QR code for visitor feedback. We are happy to share any results with the artist.

Can I view the exhibition space before applying?

- You are welcome to visit the library during opening hours to view the exhibition space:
Lionel Bowen Library Exhibition Space, Level 1,
669-673 Anzac Parade, Maroubra, NSW 2035
- If you would like to arrange a viewing appointment with a staff member, please call (02) 9093 6400.

LIONEL BOWEN LIBRARY MAIN EXHIBITION SPACE – LAYOUT AND DIMENSIONS



Videos of the space – examples:

~40 images on walls [\[watch video\]](#)
~20 images on walls [\[watch video\]](#)

