

LIONEL BOWEN LIBRARY EXHIBITION/GALLERY SPACE

APPLY TO EXHIBIT:

Randwick City Library aims to provide our community with the opportunity to view and engage with work by artists at all stages of their artistic career, from hobbyist to professional.

There are two spaces available to display or exhibit works, the Rotary Display Cabinet and the Exhibition/Gallery Space. The schedule of exhibitions for these spaces are planned approximately 12-18 months in advance. Apply to exhibit via email to: library.events@randwick.nsw.gov.au. It can take up to four weeks to receive a response with either an offer or a decline.

The main Exhibition/Gallery Space is located on level 1 next to the Local Studies room. It offers approximately 55m² of space with a picture hanging rail along three sides and three glass display cases. See page 3 for dimensions, layout and inclusions 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 adjustable. Each glass shelf is 50cm x 58cm. The fourth shelf forms the base of the cabinet and is 50cm x 110cm.



Lionel Bowen Library exhibition/gallery space



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The Rotary Display Cabinet

INFORMATION TO INCLUDE WITH YOUR APPLICATION:

Apply to exhibit via email to:

library.events@randwick.nsw.gov.au.

It can take up to four weeks to receive a response with either an offer or a decline.

Please consider including responses to following questions when applying:

1. Why will this exhibition appeal to the Randwick City Library community?

- a. Will the topic or specific features resonate with a niche audience or does it have wide appeal?
- b. Is the artist(s) a local resident of Randwick's LGA?

2. We request that the majority of the space available is utilised including all three glass cases if requesting to exhibit in the main exhibition/gallery space. How many pieces are in the collection/exhibition? Will there be adequate pieces to fill the available space? How will the pieces be mounted/displayed?

3. Insurance for priceless/valuable objects. Do you have written valuations for pieces of art or antiques?

NOTE: Randwick City Council will exercise all reasonable care with works submitted, but will not be responsible for the loss of or damage to any work while in its custody or in transit to and from Randwick City Library.

4. Will the objects on display require special conservation conditions? e.g. lux ratings for old paper manuscripts that require lower lighting levels for display. Will this limit the time that objects can be on display?

5. Copyright/licensing of objects on display. Does the library have the right to broadcast/display the material in a public setting? This covers music and moving visual footage.

6. What assets (images, photos, video, descriptions) are available for the library to use to promote the event? If your application is successful you will be guided on how to submit the files.

7. Is the exhibition time-sensitive? Is there a particular time of year that it would work best or will it be relevant for the

community at any time of the year?

The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application. Access to the information is restricted to Council officers. You may make an application for access or amendment to information held by Council.

EXHIBITOR'S RESPONSIBILITIES

Within three weeks of being formally offered an exhibition space, the applicant/exhibitor must:

- > Supply Library Events and Marketing staff with at least one suitable, high resolution image to use in promotional material.
- > Supply Library Events and Marketing staff with a short bio about themselves and a paragraph about their art practice and their exhibition themes, for use in publicity material.

Two months prior to the exhibition, the applicant/exhibitor must:

- > Meet with Library Events and Marketing staff to discuss the exhibition and any special display requirements.
- > Confirm exact times and dates for the bump-in and bump-out.

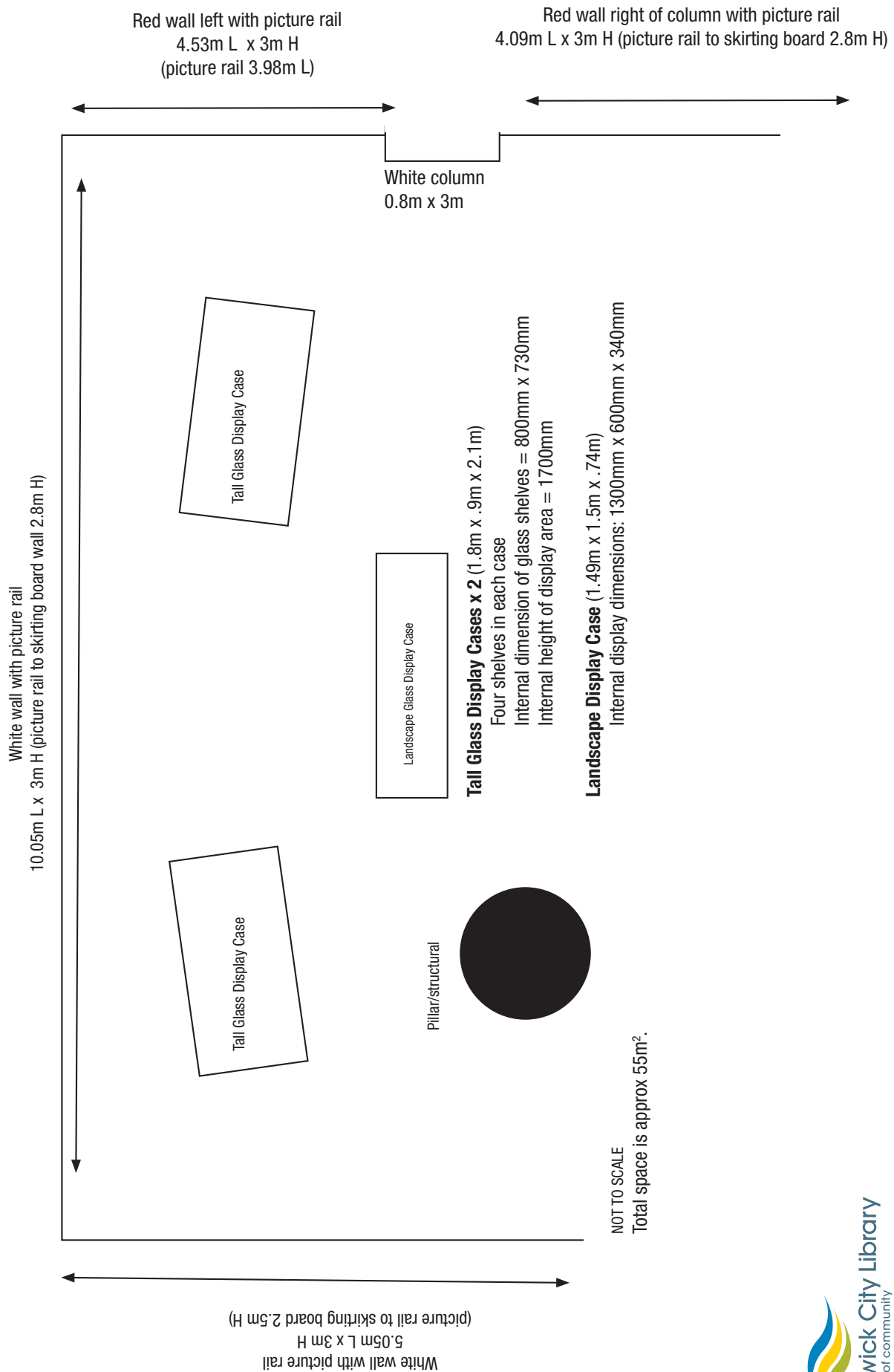
INSTALLING AND DISMANTLING EXHIBITIONS

Installations will commence at a mutually agreed time on the designated installation or bump-in day.

The dismantling or bump-out of exhibitions occurs shortly after the last day of the exhibition at a mutually agreed time.

A library staff member will supervise exhibitors in the installation and dismantling of exhibitions to ensure that the operational and safety guidelines of Randwick City Library are adhered to.

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THE MAIN EXHIBITION/GALLERY SPACE FEATURES/INCLUSIONS:

- > Three walls with picture hanging rails
- > Three locked glass display cases (two portrait, one landscape)
- > Bench seat (optional)

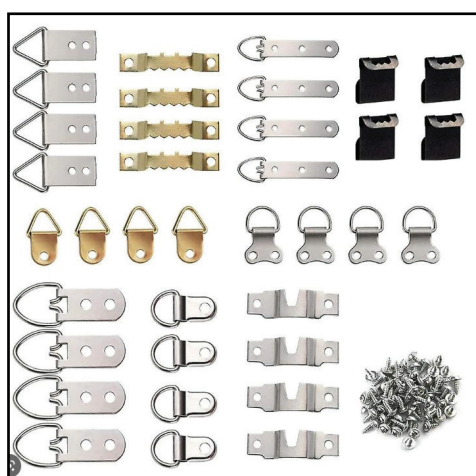
All glass display cases are locked with keys held in a secure location by library staff.

Subject to availability the library can supply small tables, chairs etc in addition to the display cases.



GUIDELINES FOR EXHIBITORS:

- > Must use picture hanging rail system, library will supply the nylon wires and hooks, any other materials required to be supplied by the exhibitor
- > D rings are recommended (see image for examples 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
- > The use of adhesive substances like Blue Tack or similar are not permitted in this space, check with Library Events and Marketing Team if unsure



D Ring examples

Lionel Bowen Library Exhibition/Gallery Space

Level 1, 669-673 Anzac Parade, Maroubra Junction, NSW 2035

Enquiries: 02 9093 6400 Email: library.events@randwick.nsw.gov.au