

Commercial Road Library Gallery Space Conditions of Use

The following conditions apply to any exhibition held within the Library at Commercial Road:

1. The selection of work for the Gallery Space will be made by a panel. Photographs of representative work should be submitted. Students of London Metropolitan University must also obtain a signed agreement to the proposed exhibition from their University tutor.
2. **Private views may not normally be held in the Centre.** Visitors with invitation cards may view the exhibition during the Library opening hours.
3. The exhibitor/s will be responsible for any framing and for installing the artwork. The display cases will be erected and dismantled by Library exhibitions staff. Lighting will be adjusted by Library staff. For health and safety reasons the exhibitor should not handle any glass components of the display cases, nor make adjustments to the lighting.
4. Noise and other disturbance during the installation of the exhibition should be kept to a minimum. If drilling or hammering will be necessary, this should be discussed and agreed in advance with the exhibitions organiser.
5. The exhibitor will abide by instructions regarding the exhibition installation given by members of Library Services or Building Services staff.
6. The exhibitor is responsible for providing signage and any publicity material, which must be seen and agreed by the Library Manager before printing.
7. The exhibitor agrees to use of images of their artwork in the Library's webpages, Newsletter, Facebook, Visual Arts Library Blog and for any other publicity purpose unless they specify otherwise, in writing, to the Exhibitions Organiser.
8. Transportation of work to and from the Library must be arranged by the exhibitor. Parking space and use of the loading bay must be booked one week in advance through the Exhibitions Organiser.
9. The Library reserves the right to determine the length of time an exhibition can run. The dates indicated in the confirmation letter include the days for setting up and dismantling the exhibition. Please note that the building is closed at weekends.
10. The Gallery Space is rent-free for the duration of the exhibition. The Library will record relevant details of potential purchasers of artwork for sale but the exhibitor will be responsible for administering the orders. No commission fee will be charged for this service.
11. Any loss or damage to the University's property will be the responsibility of the exhibitor, who will be required to make replacement or restitution as determined by the University.
12. Insurance is the responsibility of the exhibitor. The University does not take any responsibility for damage or theft of work. However, the Library will be staffed throughout the exhibition's opening hours.
13. The Library Gallery Space should be left as found after the exhibition. All artwork and related items should be packed and removed by the exhibitor on the final day of the show. If any items are left behind they will be disposed of after a period of 2 weeks has lapsed from the close of the show.

14. This contract must be shown to gain admittance to the building and the Library when setting up or dismantling the exhibition.

See next page for a quick guide to the most important points

The Library Gallery Space, a quick guide to the most important conditions:

1. Private views are not held in the Gallery
2. Storage of artworks is not provided by the university
3. Adjustments to the lighting should only be made by library staff

The exhibitor's responsibilities:

1. Transportation of artworks
2. Installation of the exhibition on the first day, usually a Monday.
3. Printed publicity and invitations (to be approved by learning resources manager)
4. Signage
5. Insurance of artworks
6. Photography for webpage
7. Packing and dismantling the exhibition on the final day, usually a Friday
8. The space should be left as found at the start of the exhibition

Subject to availability of staff and equipment, the Library will:

1. Arrange for car-parking during installation and dismantling of the exhibition
2. Erect available display cases as required
3. Record and pass on to the artist/s any enquires about purchasing artworks
4. Publish a web page about the exhibition on the University's website.