



Fenwick Gallery Use Policies

March 29, 2014

Mission

George Mason University Libraries provides a hybrid, walk-through exhibition space in Fenwick Library to enhance and enrich teaching, learning and culture at the University. This space highlights library resources together with original visual and multi-media work. Exhibit themes emphasize facets of the Libraries' collections, research interests of Mason faculty, students and staff, Mason's curriculum and local cultural initiatives. Fenwick Gallery is dedicated to exhibiting high quality works by students, faculty, staff and other emerging and experienced artists that highlight aspects of the Libraries' collections.

Goals

- Promote the Libraries' collections and encourage scholarly and cultural inquiry at George Mason University
- Highlight research and scholarship at/of George Mason University
- Stimulate intellectual and creative reflection through visual and multi-media exhibitions, discussions, etc.
- Promote the Libraries' academic and cultural mission
- Support the Libraries' development program and goals

Criteria for Works Exhibited in Fenwick Gallery

- Fenwick Gallery exhibits are curated in-house. Exhibits may be solicited by library staff to meet the stated mission and goals.
- Exhibitor(s) must submit an exhibit proposal to and sign an Exhibit Release Form.
- Priority is given to exhibits proposed by George Mason University faculty, students, staff and recognized campus organizations (i.e., University Life recognized groups).

- Exhibits proposed by the general public and/or for general university use are not scheduled. However, such proposals may be considered if they meet the mission and stated goals.

The following criteria apply as exhibit proposals are considered

- Relevance to and incorporation of library collections
- Relation to academic curriculum
- Main conceptual theme's breadth, depth
- Appropriateness of subject, technique, and style for the gallery's limited physical space
- Representation of an influential movement, genre, trend, culture, research, etc.
- Reflects vitality, originality, artistic expression, etc
- Does not promote financial gain for any individual, organization, or other enterprise
- Simplicity of installation
- Installation expenses
- Conforms to strict safety measures: Fenwick Gallery is the primary entrance/exit for the library.

The George Mason University Libraries reserves the right to approve or disapprove all exhibit requests for use of Fenwick Gallery. The library has final approval for the layout of the exhibit, and determines exhibit duration, exhibit content and placement, and publicity content.

Library staff members involved in organizing, curating, and/or mounting exhibits in Fenwick Gallery are deemed to be acting within the course of official duties and under the authority of George Mason University Libraries.

The Library reviews exhibit proposals throughout the year and aims to approve or reject proposals in a timely manner.

Security and Insurance

Exhibits are located in a highly visible, heavily trafficked hallway. The visibility reduces the likelihood of damage or theft of materials; however, George Mason University Libraries takes no responsibility for the security or welfare of exhibits at any time, including during transport, installation, or dismantling.

Prior to installation, artists or exhibitors must sign the Exhibit Release Form, indemnifying George Mason University and George Mason University Libraries from any responsibility for loss or damage. The Fenwick

Gallery Release Form also allows reproduction of the work by the Library for educational and promotional purposes. The original signed Exhibit Release Form is retained by George Mason University Libraries.

Insurance coverage, if desired, is the responsibility of the artist(s) or exhibitor(s) whose work(s) are being exhibited. The exhibitor acknowledges and agrees that insurance will not be, and is not required to be, provided by the Library.

Financial

Fenwick Gallery does not charge fees. Artists/exhibitors may not charge fees. Artists/exhibitors may not sell their work(s) while on exhibit in Fenwick Gallery. Prices cannot be placed on the artwork or on the exhibit label.

Safety

Fenwick Gallery exhibits must be located and arranged to accommodate physical safety considerations in a very limited space. Loose cords, cables, and free-standing units must be secure. Artwork must fit within the available exhibit space to allow routine and emergency entrance and egress, and access for disabled visitors. All exhibits must adhere to current fire, safety, and building codes.

Exhibit Scheduling and Duration

The basic gallery schedule is two (possibly three) exhibits per academic term. Allocating time for exhibit space preparation, as well as timing with University cultural events (e.g. Fall for the Book) or major observations (e.g. anniversaries of major local/national/world events), limits the number of exhibits are scheduled in the Gallery. As a general rule, exhibits should be on display for six to eight weeks, but other exhibit time frames are permissible. Since exhibit conditions (UV light and lumen levels, temperature and humidity fluctuations, walk-through traffic, etc.) place a strain on library and art materials being displayed, exhibits running longer than three months are not encouraged, and will be only be mounted under exceptional circumstances.

Following the exhibit, artists/exhibitors must retrieve their work(s) or it becomes the property of George Mason University Libraries. Work will be returned only to the lender with the presentation of a university photo ID, or other appropriate photo identification, or by an authorized representative with proper written permission. The Library is not responsible for the safety and/or security and/or condition of the work(s) in the interim between the closing of the exhibit and the retrieval of the work(s).

Exhibit Materials and Handling

All work must be gallery ready (i.e. ready to hang with appropriate hardware). Each submission must include the artist's name, title of the work, university department, medium, and contact information on the back of the

piece. Varying media may cause placement of this information to change, but the information listed must be submitted with each piece.

During the exhibit an informational card or exhibit label will accompany each piece. The exhibit label will include the artist's name, the title the work, dimensions, medium, university department/address, and, if available, inspiration behind the artist's work. (The basic information is provided via the Exhibit Release Form). Library/ gallery staff will handle books, art, and artifacts gently and with conservation concerns in mind. In general, and as appropriate, books will be displayed on supports. Exposure to direct sunlight will be minimized or avoided. Panels with halogen light and cases with interior lighting will not be used. Exhibiting artists may use facsimiles for fragile materials (e.g. newspapers, photographs, etc.)

Special Collections and Archives staff, experienced in the handling and display of unique and fragile materials, will be consulted in the installation of library collection materials in the gallery space. See these sources for more information:

- *Environmental Conditions for Exhibiting Library and Archival Materials* (http://www.niso.org/kst/reports/standards?step=2&gid=None&project_key=6acca99c9dbf9e67d89c7c5ab0a8e1cec06970bd)
- *NEDCC: Protecting Paper and Book Collections During Exhibition* (<http://www.nedcc.org/free-resources/preservation-leaflets/2.-the-environment/2.5-protecting-paper-and-book-collections-during-exhibition>)

Promotion/Publicity

Exhibitors must submit digital copies of their work. The copies will be used for educational and promotional purposes as stated in the Fenwick Gallery Exhibit Release Form.

Sound, video, or computer displays

Sound, video, or computer displays accompanying exhibits will be installed and removed by qualified library and university staff.

Exhibit-Related Programming

Depending on availability, additional library space may be scheduled to compliment exhibits. This includes but is not limited to workshops, presentations, discussion, demonstrations, interviews and other programming.

- Bibliographies, brochures and other promotional and/or educational material may accompany an exhibit.

- Publicity for exhibits is handled through the Library. Exhibitors are expected to provide necessary information for creating press releases at least four weeks prior to installation.

Discussion Space for Programming:

- Fenwick Library has two spaces for possible discussion/exhibit programming.
 - 2nd Floor conference room (Capacity: 25 max)
 - 3rd Floor conference room (Capacity: 16 max)
- Library staff has priority use of the rooms
- Exhibitors may inquire about using Discussion Space at the time of booking; discussion space availability is neither automatically included nor guaranteed at the time of booking.

Using Fenwick Gallery space for exhibit programming will only be considered under special circumstances as the space is primarily an entrance/egress and must comply with safety codes.

Displayed Items

George Mason University Libraries supports academic freedom and the free expression of opinion. The Fenwick Gallery will not censor art work(s), books, images, labels, catalogs, or promotional literature that are in consonance with relevant university and library standards and guidelines, or local, state, or federal laws.

George Mason University Libraries subscribes to the American Library Association's [Library Bill of Rights](#) as it applies to exhibit spaces, specifically:

- *The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and a copy of the statement is to be forwarded through the supervisory chain.*

However, work must be appropriate for viewing by the general public. Furthermore, work may be rejected based on the following:

- Discrimination or harassment based on age, race, religion, national origin or ancestry, color, gender, disability, sexual orientation, marital status or parental status.
- Advertising of products or services.
- Graphic depictions of violence or sex.
- Excessive weight or dimensions of the artwork.
- Materials that present a health or safety hazard.

Security

Fenwick Gallery is an open space, with no security, visible or otherwise, to protect items exhibited. Exhibit hours are the library's posted open hours. Art work must be practical for this type of public space with extended hours. Exhibitors should avoid submitting items that are too fragile, sharp, or small to be safe in such as environment.

Exhibitors must comply with library policies. Failure to do so may result in removal of works from the exhibit space and denial of future exhibit requests.