



Central Library of Rochester & Monroe County

Monroe County Library System

Anthony Mascioli Gallery Art Exhibit Procedure and Guidelines

Thank you for your interest in exhibiting at The Central Library of Rochester and Monroe County. We offer a unique opportunity to showcase your artwork and collectibles. Our gallery is located in Hacker Hall on the first floor of the Rundel Memorial Building. We encourage you to take a self-guided tour of the space prior to applying so that you are familiar with size limitations. Your exhibit will be viewed by people of all ages. Diversity is encouraged; however, subject matter must adhere to The Central Library's Mission and policies.

The Central Library accepts applications from individuals and organizations wishing to exhibit their materials in the library. The Central Library's Exhibit Application must be filled out completely and signed. You must also submit a digital image of each piece you would like to exhibit.

Mission: The Central Library enriches the quality of life in Rochester and Monroe County by providing educational, recreational, aesthetic, and informational materials, services, and programs to help people follow their own lines of inquiry and enlightenment. Through a partnership of public and private resources, the Library assists the City and County in meeting the needs of the community by operating The Central and Branch libraries, conducting outreach programs and providing services to member libraries of the Monroe County Library System. In all its endeavors, the Library maintains and promotes the principles of intellectual freedom and equality of access.

Consideration Process:

Applications are reviewed by The Exhibits Committee once a month. Criteria for consideration include visual interest, artistic quality, cultural, social, historical relevance and a contribution to diverse programs for the year. Applications and materials will be evaluated for compliance with this guideline, practicality of exhibit, fair access, and public benefits.

Exhibits accepted for gallery space will be given a timetable for setup, display, and removal. It is the exhibitor's responsibility to transport, setup, and remove artwork.

The Exhibits Committee does not guarantee a specific exhibit date, and more than one show may occupy gallery space at the same time. However a specific date will be assigned prior to any exhibit.

Selection:

The Central Library exhibition spaces may not be used for overtly commercial or political purposes, for the solicitation of business, or direct fundraising. The Central Library does not necessarily advocate or endorse the viewpoints of exhibitions or exhibitors.

The Exhibits Committee reserves the right to remove any exhibit at any time. The exhibitor cannot substitute other pieces for those approved by The Exhibits Committee, nor transfer their scheduled exhibit to another person or organization.

Liability:

Although The Anthony Mascioli Gallery is monitored by security cameras, The Central Library is not responsible for the care and safety of the works displayed. The exhibitor understands that his/her work will be displayed in a public building that is open to all members of the community. At the conclusion of an exhibit, the exhibitor is responsible for removing the exhibit material. In the event that exhibit pieces are left on premises, and/or the exhibitor fails to remove his/her property, the library will make every attempt to contact the exhibitor. If material is left onsite for a period of one (1) month after the conclusion of the display, the library may sell, transfer or destroy the object.

Publicity:

All press releases and publicity materials must be submitted to The Exhibits Committee prior to publishing. The library requires the use of its logo as well as the following statement on all publicity materials: *The Central Library is accessible to people with disabilities. To request specific accommodations, contact the Meeting Room Coordinator at (585) 428-8304 ten days prior to the program.* The library will provide publicity via the library's website. Accuracy of the information provided is the responsibility of the exhibitor. Any attempt to provide false information may result in the removal of the exhibit. Gallery receptions are the responsibility of the exhibitor. Information regarding dates, fees, and setup is available through the Meeting Room Coordinator.

Sales of Exhibited Artwork:

Any sales must take place between the artist and buyer outside library premises, with no direct involvement of the library staff, the City of Rochester, or Monroe County. All items must remain on exhibit in the library until the end of the exhibit period.

Sculptures:

Sculptures may be exhibited independently of hanging artwork as space allows, to be determined by The Exhibits Committee.

Collections:

Collections may be exhibited as space allows. Acceptance determined by the Exhibits Committee.

Reconsideration of Exhibits:

Those who object to the content of any exhibit may submit a comment card, which will be reviewed at the next regular meeting of The Exhibits Committee.

Use of exhibit space outside of the Anthony Mascioli Gallery:

For use of exhibits space outside of the Hacker Hall Gallery, please see the appropriate division.

Exhibit Mechanics:

There are a total of two exhibit walls which measure 72 linear feet. Exhibitors must bring all artwork to the library presentable and ready for hanging. Exhibitors must provide frames for the artwork complete with hooks or wires that will support it securely and protect library walls. Exhibitors must use existing hanging systems in the library, and cannot install any attachments to the walls, including tape or other adhesives. There are weight limitations to artwork hung on the walls.



1. 2-sided Cases (2 cases) – Walnut with 4 display sections (2 on each side) each section has locking glass doors, adjustable glass shelves and overhead lights.

Each Display Area 43”H x 40”W x 14”D

Actual Case size 65”H x 90”W x 34”D



These cases are original to the building and cannot be moved.

2 Rectangular map Case- Formica with dark wood vinyl and Plexiglas display case, display base is set off the floor.

Display Area 65” X 84” x 1-D



3. Tall LH Case - Formica with dark wood vinyl, Plexiglas display case and overhead lights

Display Area 70”H x 46”W x 36”D

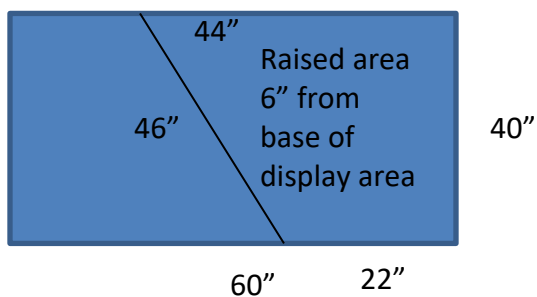
Actual Case 90”H x 47”W x 48” D (includes front panel)



4. Flat top LH Case- Formica with dark wood vinyl and Plexiglas display case sits on an angle

Display area 60”D x 45”H x 40”W

Actual Case including base: 66”D x 76”H x 49”W



Tabletop Cases (vitrines) 2 of each size- Plexiglass cover lifts off base



Display area
24"W x 24"D x 24" H



Display area
30" W x 84"D x 18"H

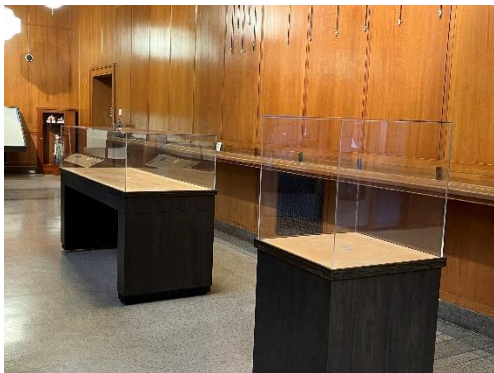


Table Top Cases (qty 3)- Plexiglas covers with wood base that sit on top of wooden Library tables.

18"H x 62"W x 37"D

18"H x 72"W x 50"D

12"H x 66"W x 48"D



Timeline Cases 2 sections - Formica with dark wood vinyl and Plexiglas display case that display in timeline format at an angle.

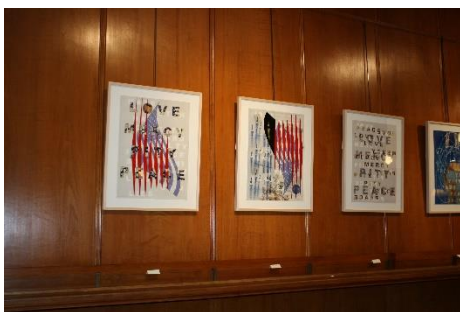
Each section has 9 display areas: 5 areas are 24"W x 18"H x 1.5"D 4 areas are 74"W x 16"H x 3"D

Full timeline is 416"W x 18"H x 1.5-3"D



Floor dimensions_ each side: 34.5ft x 8ft.

Hanging space on wall each side: 34.5ft wide x 8ft high



The Exhibit Committee will schedule specific times to setup and remove the materials. These times will be scheduled during normal library operating hours. Materials may only be exhibited in the areas designated by The Exhibits Committee. The Exhibits Committee may instruct exhibitors concerning the exact placement of individual pieces.

This disclaimer will be posted in display areas: *This exhibit area is available for use by community groups and individuals. The Exhibits are not intended to express the views of the library, its staff, the City of Rochester, or Monroe County. They represent the views of the group or individual preparing the exhibit.*