

Application Guidelines



ABOUT THE WAVERLEY LIBRARY GALLERIES

Waverley Library is a lively community hub where critical discussion, enquiry and intellectual pursuit are both fostered and encouraged.

Located in Bondi Junction - one of Sydney's busiest commercial and residential areas - the Library attracts 42,000 visitors a month to its wide range of public programs, events, exhibitions, performances, book clubs and lending services.

The Waverley Library Galleries comprise two separate exhibition spaces, the Foyer Gallery and the Atrium Gallery.

On either side of the brightly-lit Waverley Library foyer, the Foyer Gallery offers two exhibition walls, each 4.2m in length with exhibition tracking, as well as a large open floor space.

The Atrium Gallery is located in the airy upstairs area of the Library and offers approximately 28m of exhibition area with tracking.

The Waverley Library Galleries uses a professional exhibition tracking system with lines and hooks. It also has a number glass display cases and plinths available for use by exhibitors by arrangement.

Floor plans are available upon request.

HOW TO APPLY

Applications can be made in hard copy or email. Applications will be received as the Waverley Library Arts & Cultural Services Office, Level 1, Waverley Library 32-48 Denison Street, Bondi Junction. Applications via email can be sent to visualarts@waverley.nsw.gov.au. Posted applications must be postmarked no later than the nominated application closing date.

A USB containing copies of all proposed exhibition images should accompany each application and be clearly marked with image title, size, medium and year of each work. Applications submitted with slides, hard copy pictures or original works will not be considered.

Applications must be filled out in full using clear and concise language. Applications will not be returned.

ELIGIBILITY AND SELECTION PROCESS

Exhibitions are part of the Waverley Library Galleries program and are selected by a selection panel. Applications will be assessed and graded to determine suitability and overall fit with the Library's gallery program. While we ask that you provide us with a preferred time of year to hold your exhibition, applicants must be flexible concerning allocation of exhibition dates.

Applications will be graded according to:

- › Quality of application and artistic merit
- › Originality
- › Suitability to exhibition space/s
- › Relevance to contemporary artforms and trends, where applicable
- › Contribution to a diverse calendar of exhibitions in terms of content and approach
- › Historical or educational significance, where applicable
- › Where two or more applications are of equal grading, preference will be given to applicant with stronger ties to the local area.

Additionally the Library welcomes proposals that relate to Library collections and resources, reflect the cultural diversity of Waverley, attract a wide audience, or connect to other exhibitions/programs being held at or about the same time (for example, Refugee Week, NAIDOC Week, World Environment Day, International Women's Day, World Youth Day, etc.).

Exhibitors cannot apply two years in a row; for example, 2013 exhibitors could not reapply until 2014 to exhibit in 2015).

The Waverley Library Galleries program aims to provide the general public the opportunity to view and engage with work by artists at all stages of their artistic career. It provides artists an opportunity to exhibit work by providing mentorship and guidance to emerging and amateur artists about the exhibition process. Experienced mid career and professional artists who choose to exhibit in this venue are highly valued and encouraged to apply.

At least one exhibition per year will be dedicated to an organisation that raises awareness and/or funds for international aid and humanitarian causes reflecting Waverley Council's ideals. Applications that fall within this group must be made through the standard selection process and timeframes outlined above.

A number of exhibitions each year will be reserved for Council's own programs.

FEES AND CHARGES

- › **Foyer Gallery** \$250 downstairs/month plus 20% commission to the Library on all sales
- › **Atrium Gallery** \$350/month with 20% commission to the Library on all sales.

Each applicant must pay a \$50 non-refundable deposit within three weeks of being formally offered exhibition space.

Hire fees and commissions are used to maintain the Library galleries and contribute to a lively program of associated community events and activities.

The Library cannot sell artworks on behalf of exhibitors. Any sales enquiries will be directed to the Waverley Library Administration Office on Level 1 where staff will pass on exhibitor details to prospective buyers. As soon as an artwork sells, the exhibitor is to inform the exhibition staff so that red dots can be placed on sold works.

Exhibition cancellations with less than eight weeks' notice will be charged the full fees.

PROMOTION AND MARKETING

Included in the exhibition booking fee, the Library will provide the following assistance with promoting an exhibition (where appropriate, and only where content is received from the artist within established timeframes):

- › Promotional poster and exhibition invitation in hard copy and electronic format using the Library Gallery branding
- › Promotional material will be distributed in Waverley Library, Bondi Pavilion and other Council venues, where appropriate
- › Listing in the Library What's On newsletter, both printed and e-newsletter formats
- › The option of a printed exhibition catalogue in the set gallery branding (pending the availability of good quality images and text relating to the exhibition)
- › Promotion on Waverley Library website and Waverley Council Facebook and Twitter where applicable
- › Itemised label for each work (pending details of works are received within set time frames) where applicable.

ARTIST'S RESPONSIBILITIES

Within 3 weeks of being formally offered an exhibition space, the applicant/exhibitor must:

- › Pay \$50 deposit to secure exhibition
- › Supply exhibition staff with three suitably labelled, high resolution images to use in promotional material
- › Supply exhibition staff with a short bio about themselves and a paragraph about your art practice and your exhibition themes, for use in publicity material

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

- › Provide a draft press release for distribution to local and arts media, and through your own social media profiles and networks
- › Meet with exhibition staff to discuss exhibition and any special display requirements, glass display cases etc
- › Confirm exact time of bump in and bump out with exhibition staff

One month prior to exhibition the applicant/exhibitor must:

- › Distribute hardcopy and electronic promotional material to own mailing lists.

INSTALLING AND DISMANTLING EXHIBITIONS

Installations occur on Thursday's commencing at 10.00am.

Dismantling of exhibitions occur on the last day of the exhibition at a mutually agreed time.

An exhibitions officer will supervise and advise exhibitors in the installation and dismantling of exhibitions ensuring the operational guidelines of the Waverley Library Galleries are adhered to, and ensuring the best possible display is achieved. It remains the exhibitor's responsibility to physically install their work and move exhibition equipment. If required, the exhibitor must organise an assistant to help them install their work.

Works may not be presented in a cluttered, disorganized fashion. As a general guideline no more than two thirds of the Foyer Gallery display board surface may be covered with material, unless previously discussed and approved by exhibition staff.

Any damage to walls or equipment should be reported to the exhibition staff and any chipped paint must be touched up before departure.

SIZE RESTRICTIONS FOR WORKS AND HANGING GUIDELINES

Art works must not be bigger than 1.5m² (including frame) or heavier than 20kg.

Works must be the original work of the artist and exclude reproductions.

Work on paper must be suitably mounted; laminated sheets of paper are not allowed, unless previously discussed and approved by exhibition staff.

All works should be soundly framed, mounted in a professionally accepted way, or stretched on canvas, with D-rings securely attached to the back of the works about a quarter of the way from the top.

Wet paintings may not be installed.

Special adhesives such as Velcro or CM command hooks may be used on the Foyer Gallery boards.

Any works not meeting these criteria may not be accepted.

CONTROVERSIAL WORKS

Exhibition staff retain the right to determine the suitability of any works to be displayed in the Library Galleries. Please be aware of the following considerations when submitting a proposal:

The Waverley Library Galleries are not exclusively gallery spaces, they are also Library thoroughfares for employees and members of the public of all ages to reach certain Library services. Accordingly, the Library discourages proposals containing images that include significant elements of sexually explicit imagery, nudity or graphic depictions of violence.

The Waverley Library Galleries may not be used for commercial, political purposes or the solicitation of business for profit.

Exhibition staff reserve the right to reject any part of an exhibition or remove inappropriate or offensive works, or to change the manner of display in accordance with WHS or other Council policies.

EXHIBITION LAUNCH

Exhibitors wishing to have an exhibition opening are responsible for all costs and arrangements, including staff to serve food and beverages and booking the venue. The Library has a kitchenette and Theatrette that can be hired for this purpose. Bookings for these facilities can be made through the Waverley Library Administration Office. It is the responsibility on the exhibitor to meet any Responsible Serving of Alcohol requirements.

If the exhibitor/s plan to hold an official opening or launch, then they must notify exhibition staff at least four months in advance of the event.

PUBLIC PROGRAMMING TO COINCIDE WITH EXHIBITIONS

Where feasible, exhibitions may be complemented by Library public programs; this could include book discussions, films, gallery talks, lectures, workshops or other related activities. Exhibition staff will liaise with exhibiting artists to discuss the most suitable public programs that may be presented by or in partnership with artist. In order to appropriately market a public program in conjunction with an exhibition, exhibiting artists are asked to request and arrange public programs with the gallery coordinator 4 months prior to installation.

INSURANCE

The exhibitor will be responsible for all insurance requirements. Whilst all care will be taken, Waverley Council will not be responsible for any loss or damage sustained to any item/s during the time they are on display. Artwork is not covered by Council's insurance and Council takes no responsibility for any theft, loss or damage to artwork during transportation or display at the Waverley Library Galleries.

The building is insured under Council's Primary Public Liability Insurance. It is recommended that all exhibitors and other users have Secondary Public Liability Insurance cover of at least \$10 million for the duration of their exhibition (including installation and dismantling) or associated events including exhibition openings. This covers individuals against accidents caused by them in the space.

APPLICATIONS ARE TO BE ADDRESSED TO

Att: Visual Arts Team
Arts & Cultural Services
Waverly Library
32-48 Denison Street
BONDI JUNCTION NSW 2022