



## Exhibit Guidelines

Edward G. Miner Library is an academic health sciences library located in the heart of the University of Rochester Medical Center (URMC). The library was established in 1925 and supports The School of Medicine and Dentistry, including its faculty practice (University of Rochester Medical Faculty Group); Strong Memorial Hospital; Highland Hospital; Golisano Children's Hospital; James P. Wilmot Cancer Center; School of Nursing; and Eastman Dental Center.

Why does Miner Library maintain and manage exhibit space?

- ❖ To stimulate awareness and understanding of our world.
- ❖ To provide a showcase for the many talented faculty, staff, and students at the URMC.
- ❖ To engage the greater community.
- ❖ To enhance the physical environment.
- ❖ To enrich the visitor's experience.

### Curatorial Criteria for Exhibits

Miner Library offers exhibit space primarily to faculty, staff, students, and alumni of the URMC and its off-campus sites. Secondary priority is given to faculty, staff, students, and alumni whose primary affiliation is with other University of Rochester campuses (i.e., River Campus, Eastman School, etc.). In addition, members of the greater Rochester community are invited to exhibit if their work is congruous with the URMC's mission of using education, science, and technology to improve health.

The primary exhibit space is unsecured. The library does not have a dedicated security staff nor does it have a camera system. Therefore, the minimum recommended display size for work in the main exhibit space is @ 16" x 20." Smaller, more fragile, or more valuable pieces, as well as formats not lending themselves to wall-mount exhibition (for example, poetry) may be more suitable for the library's locking display case(s). (Please refer to descriptions of both spaces, below.)

### Considerations for Exhibitors

1. Artists interested in the exhibition space are invited to contact the gallery administrator at any time. All visual and literary art is welcome.
2. The Edward G. Miner Library provides no financial support for exhibitors. All expenses (for example, framing) are the responsibility of the artist.

3. Publicity services in the form of on-campus announcements and postings (including library and campus-wide Web sites and newsletters) are provided. Additional assistance with writing and coordinating Press Releases through Medical Center Public Relations can be discussed.
4. Artists are requested to submit:
  - a. slides and/or photographs of their work;
  - b. a brief autobiography, art resumé, or short narrative statement.
5. A meeting with a prospective artist is required. Every effort will be made to schedule a time convenient for the artist.
6. Collaborative preselection of artwork by artist and gallery administrator is made according to curatorial criteria, with respect given to artist's preferences.
7. Installation of artwork must be coordinated with the time of retrieval of work of the previous exhibition, at times that cause the least disruption in the use of the library by its regular clientele.
8. Unless the artist expressly elects to maintain his/her own insurance coverage, University of Rochester will insure the artwork "wall-to-wall" under its fine-arts policy. (The artist must complete a Loan Agreement with the gallery administrator.)
9. Exhibits can be continued for any period of time (usually from one to two months), as agreed upon by the library and the artist(s).
10. Miner Library makes available the following tools, for the artist's convenience: picture hooks and mounting tools, including hammer, level, and tape measure.
11. For the enjoyment of the viewer and a deeper appreciation of the subject matter, title labels are requested for each piece of artwork.

### Sales of Artwork

Edward G. Miner Library may not be used as a sales outlet. It is important that nothing be done to jeopardize the non-profit status of the University of Rochester.

Artists may display their business cards or contact information only, without reference to purchasing. Discussions of pricing information or purchases should be conducted off campus.

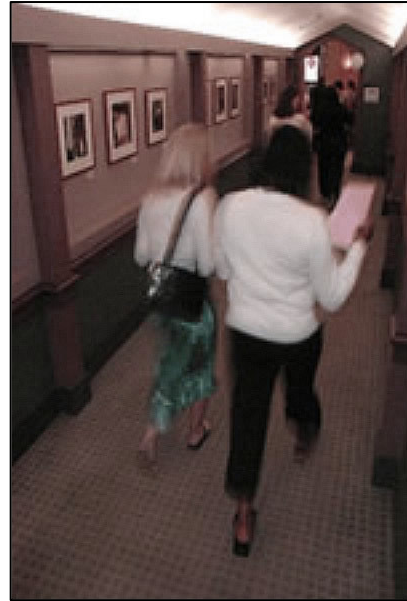
### Gallery Description and Measurements (main exhibit space)

The exhibit space is located along both sides of a corridor between the "commons" area of the library and the historic reading room. The corridor measures 81" (6' 9") wide.

The pervading color scheme is neutral (mauve and grey).

Each side of the corridor is divided into four display areas:

- The display areas each measure 90" wide by 42" high (vertical measurement begins at the top of a wooden ledge, 36" from the floor, and ends just beneath a light fixture).
- The indirect lighting extends the full width of each display area.
- Display areas are divided by 12"-wide columns.
- Walking toward the reading room, the last display area on the right side has only 75" of usable horizontal space (15" of space along the left vertical margin is permanently occupied by a series of 7 light switches).
- The display areas are covered with fabric, similar in texture and appearance to burlap.



#### Display Case Description and Measurements

There are two locking display cases immediately inside the front entrance to Miner Library, one on the right and one on the left.

- The pervading color scheme inside the cases is grey; outside is mauve.
- Display cases have full-length glass doors.
- Display cases each measure approximately 48" wide by 96" tall by 26" deep.
- Display areas are covered with fabric, similar in texture and appearance to burlap.

*Please direct inquiries to:*

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