

# BOSTON COLLEGE | UNIVERSITY LIBRARIES

## **O'Neill Library Level One Gallery Exhibit Guidelines**

Proposals for temporary art exhibits or installations in the O'Neill Library may be made by any Boston College student, faculty member, alumni, or staff member as an individual or on behalf of a class or campus organization.

### **Exhibitors' Responsibilities**

#### **Installation and disassembly**

- Exhibitor will provide materials and labor for installation/disassembly.
- Exhibitor will respect any library structure or furnishings when installing and disassembling an exhibition.
- Exhibitor will return the library area to its original condition at the exhibit end date.
- Assistance in installing exhibition is available by request.

### **Signage**

The name of exhibitor(s), title of work(s) and begin/end dates of the exhibit will be posted in the installation area. Exhibitors are encouraged to post an explanatory statement about the exhibit to assist public understanding of the work.

### **Security**

The University Libraries cannot insure or guarantee the safety of the exhibition installation or objects in the exhibition. All exhibitors must sign a release form.

### **Requesting Exhibition Space**

- Exhibitors can email proposals Kevin Tringale [kevin.tringale@bc.edu](mailto:kevin.tringale@bc.edu) and submit a completed proposal form.
- Library Exhibit/Installation Proposal
- Exhibitor will be informed promptly if clarifications are needed and when and where the exhibition will be installed.
- All exhibitions will be subjected to the O'Neill Library's approval.