

**Mercer University
Monroe F. Swilley, Jr. Library
Brown Art Gallery**

The Brown Art Gallery is located in the downstairs area of the Swilley Library. One must enter the upper level of the Library to gain access. The gallery is open during regular library hours. When you visit, please sign the guest book to show that you supported the artist and the gallery.

Gallery Policies and Guidelines

Purpose

The library provides opportunities for individuals, groups, and non-commercial organizations to display artwork temporarily on the designated gallery walls within the facility. Such displays provide and encourage educational and cultural exchange of information and ideas for Mercer University and the community.

Applications

Use of the gallery is by application only. Applications must be submitted to the gallery coordinator. The application is available online at <http://swilley.mercer.edu/about/artexhibit.asp>. Proposals should be sent to the Mercer University, Monroe F. Swilley, Jr. Library, Gallery Coordinator, Atlanta, GA, 30341, (678-547-6280) office. The initial proposal is intended to communicate your exhibit idea. If your proposal goes beyond installing artwork on the gallery walls, you must submit a detailed graphic layout of your exhibit. Submit gif or jpeg images to beavers_ad@mercer.edu. Please do not submit slides or digital images, they will not be returned.

Application Process

The gallery coordinator, upon the advice and recommendation from the Exhibit Committee, is responsible for the acceptance or rejection of exhibits. The exhibit should be of general interest, suitable for all ages, and consistent with the library's mission, as determined by the University. The Committee meets every quarter to review proposals. The gallery coordinator will notify the exhibitor of the Committee's decision.

Once the Exhibition Proposal form is approved and an exhibition date is agreed upon between the exhibitor and the Brown Art Gallery coordinator, the signed exhibit agreement will finalize the exhibition process.

Scheduling

The Brown Art Gallery schedule normally changes every (45) days during the academic year, July – June. The Exhibit Committee meets every quarter to review proposals.

Scheduling of the Brown Art Gallery is done through the administrative offices. Exhibition slots are becoming increasingly popular; it is best to begin the process at least one year in advance of the desired exhibition time.

Gallery Wall

The gallery wall space is broken up into three different sections with the following measurements: 10 ft high x 28 ft long, 10 ft x 24 ft, 10 ft x 10 ft.

Exhibits

Exhibit dates will be specified in the agreement. Each party reserves the right to cancel an exhibit with a (2-3) week advance notice.

Fee

The library does not charge a fee for the display of materials on the library walls. However, donations to maintain the library facilities are appreciated.

Eligibility

We welcome established as well as emerging artists, solo and/or group proposals, and traditional as well as non-traditional media. Exhibitors are responsible for all shipping and handling fees.

Unloading Artwork

Artwork may not arrive earlier than the first day indicated on the exhibit agreement form. Exhibitor(s) can unload their vehicle at the loading dock. After the vehicle is unloaded, the vehicle cannot remain in the loading dock area; it must be moved and parked in the parking lot. The exhibitor and the gallery coordinator will agree upon a scheduled delivery time on a weekday between 9:00 am – 3:00 pm.

Staging Artwork

Furniture may not be rearranged or moved without prior written authorization. Slight modifications may be considered, however changes should not interfere with the library patrons' and staffs' use of the facilities. Submit a detailed graphic layout to the gallery coordinator. Upon authorization, furnishings will be moved by Mercer University Physical Plant. Any cost incurred will be at the expense of the exhibitor. Submit your request in advance; please allow 4-5 business days to schedule the move.

Installation

The Brown Art Gallery uses the Walker System for hanging artwork. The walls will be ready for installation and will not require any additional preparation. The scope of the exhibition should not require more than one day for installation and removal. Artwork must be installed by the exhibiting artist or group; the exhibitor will be notified in advance by the gallery coordinator to schedule an installation date and time.

All artwork must be "ready to hang," i.e., matted, framed and identified. Artwork must be of an appropriate size and quantity to fill space. Individual pieces must be identified by the artist or group. The library will post prices, but will not actually sell the artwork.

Installations and de-installations are the responsibility of the exhibitor. Library staff and student assistants are not available to assist with the installation or removal of artwork. Swilley will provide pliers, tape measure, hanging rods, step stools (for safety precautions ladders are not allowed), (3-4) pedestals are available upon request (indicate on the exhibit proposal form), and security access to the gallery area during the scheduled installation and removal time.

Removal

Artwork must be removed by the date and time indicated on the exhibit agreement form.

Storage

No storage for artwork or wrapping materials is available. Artwork may not arrive earlier than the first day indicated on the exhibit agreement form.

Loss or Damage

After proper installation, the artwork will be insured through Mercer University. This paperwork must be completed by the second day after the installation. The library takes reasonable precautions to protect all artwork. Once the insurance papers have been filed with the library, no more artwork can be accepted for exhibition.

Prohibited Displays

The library's motto is "*Learning Happens Here*". The material displayed and the manner in which it is displayed will be regulated to the extent necessary to prevent the display's physical characteristics from interfering with the library patrons' and staffs' use of the facilities for study, work, learning, safety and employment. The library welcomes expression of all viewpoints. However, the library reserves the right to refuse to accept any exhibits, including but not limited to material that implies violence or intimidation of any individual or group, and nudity which lacks serious literary, artistic, political or scientific value.

Brown Art Gallery Responsibility**Brochures and Title Cards**

If you desire, we will create a brochure to be handed out to guests that visit the gallery. All information for the brochure such as artist biographies, price lists and art jpeg images will need to be submitted by the specified deadline date as an electronic document. The brochures and title cards will become the responsibility of the exhibitor after the deadline date.

Publicity

The gallery will display exhibition announcements in the library, inform Mercer's media outlets, and will coordinate additional press release distribution at its discretion.

Reception

To give you and the gallery more exposure, we will provide a small reception for your show with light refreshments. Alcoholic beverages are not allowed. Mercer's contracted caterers will provide the catering services. We will arrange the time with the exhibitor; however, the exhibitor will be responsible for issuing the invitations to guests. If you prefer not to have a reception, please let the gallery coordinator know at the time of the contract.

The Brown Art Gallery wishes to express its sincere appreciation to you for considering displaying your artwork here at Mercer University. In the past, patrons have expressed that the artwork "changed the atmosphere in the library". Artwork is an avenue where individuals can learn about other cultures, educational concepts, or simply explore the beauty of the world surrounding them, but we could not provide that opportunity without you the "artist".