

Healey Library's Grossmann Gallery Rules of Use

University Archives & Special Collections

Joseph P. Healey Library | University of Massachusetts Boston

About

The Walter Grossmann Memorial Gallery (the Grossmann Gallery) in the Joseph P. Healey Library provides space for exhibitions and displays created by the library, as well as exhibits and displays sponsored by official university departments and programs. The Grossmann Gallery is located on the Healey Library's 5th floor mezzanine.



Grossmann Gallery Layout and Description

Potential exhibitors may propose to use all or part of the Grossmann Gallery. If exhibitors wish to use fewer than four of the gallery walls, they must specify which walls they prefer to use on the [Healey Library's Grossmann Gallery Application Form](#) (page 3 of this document or online [here](#)).

- Four walls: 43' x 9' each, track lighting
- Two vertical display cases: 60" x 23.5" x 47" each, two shelves in each case
- Two vertical display cases: 77" x 18" x 48" each, four shelves in each case
- Four flat display cases: 60" x 47" x 7" each

Eligibility

The Grossmann Gallery is available to departments and programs of the University. Student exhibits must have the sponsorship of a University department or registered student organization.

All proposed displays and exhibitions are subject to the approval of Healey Library administration. Decisions are based on scheduling availability and library priorities. The Healey Library does not, however, review or make decisions based on content.

How to Apply

Eligible exhibitors must complete the [Healey Library's Grossmann Gallery Application Form](#). The form must include the name, title, telephone number, and email address of the contact person for the exhibit. It should also give the proposed dates for the exhibit/display, as well as for the mounting and removal of the exhibit. Please include information about any proposed public event for the exhibit.

A copy of this form is available online [here](#) or on page 3 of this document.

Confirmation

Healey Library staff will respond to applicants with confirmation as well as any questions.

Security

The Grossmann Gallery in the Healey Library does not have dedicated security staffing. The University of Massachusetts Boston and the Healey Library are not responsible for any loss of or damage to exhibited material.



Rules of Use

Designated Contact

- Exhibitors shall assign a designated contact (or point person), with whom the Healey Library staff can coordinate details related to the exhibit/display and any proposed public receptions or programming.

Installation

- Exhibitors are responsible for hanging display items on the gallery walls and for placing items in the fixed cases. Exhibitors must provide their own supplies and tools. Healey Library staff will provide access to locked display cases.
- Exhibitors may not make any permanent marking on the walls or the floors of the cases.
- Exhibitors will need to schedule a time to work on mounting their exhibit during the open hours of the University Archives & Special Collections Department (generally Monday-Friday 9:00-5:00). Please note the proposed time for mounting the display on the [Application Form](#).
- Exhibitors are asked to keep noise to a minimum in consideration of students who may be using the reference and periodical rooms nearby.
- Display cases and permanent artwork cannot be moved.
- Exhibitors will need to schedule with the University Archives & Special Collections Department the day and time that they plan to remove the display. The exhibitors must remove all nails, hangers, and any other hanging aids used for the display.
- Exhibits/displays must include introductory text and descriptive text for each piece on display.

Public Reception

- Exhibitors must work with the Healey Library to schedule any opening reception or event connected with the exhibit. With permission, the lobby area of University Archives & Special Collections (also on the 5th floor of the Healey Library) may be used for these events.
- Exhibit/display sponsors are responsible for providing any refreshments or special requirements for their event; sponsors, too, must adhere to the [University Policy on Alcohol and Other Drugs](#).
- Any special equipment or set-ups must be arranged and handled by the exhibitor, including chairs, podiums, tables, etc.
- Sound amplification and instruments/music are permitted in the Grossmann Gallery only with the permission of Healey Library administration. Please contact Healey Library staff at library.archives@umb.edu with any questions.

Security

- The Grossmann Gallery in the Healey Library does not have dedicated security staffing. The University of Massachusetts Boston and the Healey Library are not responsible for any loss of or damage to exhibited material.

Library Co-sponsorship

Permission to use the Library's Grossmann Gallery does not imply that the Joseph P. Healey Library is serving as the co-sponsor of the exhibit or any event connected with the display. All proposed displays and exhibitions are subject to the approval of Healey Library administration. Decisions are based on scheduling availability and library priorities. The Library does not, however, review or make decisions based on content. Any university program, department, or student group can request that the Healey Library co-sponsor the exhibit/display. Those proposals are to be made to Healey Library administration.

Healey Library's Grossmann Gallery Application Form

University Archives & Special Collections

Joseph P. Healey Library | University of Massachusetts Boston

If possible, please complete this form online at

<http://blogs.umb.edu/archives/about/grossmann-gallery/gallery-application-form/>.

Title of Exhibit: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Sponsoring Department: _____

Department Contact Person: _____

Phone: _____ Email: _____

Exhibit Mounting Date(s): _____

Exhibit Removal Date(s): _____

Will use:

Walls, 43' x 9' each (4 walls total) How many walls will be used? _____

If using fewer than 4 walls, please specify which ones you wish to use:

Vertical gallery display cases (2 cases), 60" x 23.5" x 47" each How many? _____

Vertical gallery display cases (2 cases), 77" x 18" x 48" each How many? _____

Flat gallery display cases (4 cases), 60" x 47" x 7" each How many? _____

Public Event (Will you be holding a public event in the gallery for this exhibition?)

Public Event Date(s): _____

Public Event Description: _____

By signing below, you confirm that you have read and that you agree to comply with the Healey Library's Grossmann Gallery Rules of Use.

Signature: _____ Date: _____

Name (Please print): _____