

# LSU STUDENT UNION ART GALLERY ARTISTS PACKET



## Exhibit Policies & Procedures



Updated February 2017

The LSU Student Union Art Gallery is dedicated to the enrichment of the cultural and intellectual life at Louisiana State University. We are committed to the presentation and exhibition of the highest quality of art that will stimulate visitors to think and to learn about the art of diverse times, places, and peoples. We also seek to preserve and promote Louisiana art.

The LSU Student Union Art Gallery is a valuable campus and community art resource that showcases annual rotating exhibits, including curated exhibits from national, statewide, and student art shows. The Gallery is located in the LSU Student Union, on the second floor, across the center lobby from the Tiger Lair Food Court, next to the Information Center. Our accessible hours and no-cost admission help us reach a wide audience from the campus and Baton Rouge community.

## **1. LSU Art Gallery Exhibit General Information**

### **Displaying an Exhibit in the LSU Student Union Art Gallery:**

- a. The LSU Student Union Art Gallery Management and artist/ lender will meet to discuss dates, terms and agreement of exhibit to be displayed in the LSU Student Union Art Gallery.
- b. To be discussed in person or over the phone:
  - i. Dates: installation/ exhibit run/ breakdown
  - ii. Delivery/ Shipment options to and from the LSU Student Union Art Gallery
  - iii. Installation/ setup guidelines/ breakdown
  - iv. Insurance Guidelines
  - v. Marketing and Promotional opportunities
- c. The LSU Student Union Art Gallery reserves the right not to display work which does not meet community standards.
- d. All official paperwork must be signed before the exhibit is installed.

### **Artist/ Lender to provide:**

- a. Description List: Please provide write up of each individual piece to include:
  - i. Name of Artwork
  - ii. Medium
  - iii. Dimensions
  - iv. Year Created
  - v. Price of Piece
  - vi. Any unique hanging instructions
  - vii. In depth description of piece if applicable
- b. Artist(s) bio(s).
- c. Digital images of the work that will be displayed in the exhibit for promotional purposes. Images should be in high resolution JPG files. Images should be numbered and named with a brief description of each piece.

### **Marketing and Promotions**

- a. Unless notified in writing, in advance, it is understood and agreed that art works may be photographed or electronically recorded for archival and/or promotional purposes.
- b. The LSU Student Union Art Gallery has a graphic designer, free of charge, on staff that will create all marketing materials/ imaging for the exhibit unless the artists/ lender prefers to create materials internally.
- c. All imaging created by the gallery's graphic designer will be sent to the artists/ lender for edits and approvals prior to releasing to the public.
- d. If the artist/ lender creates marketing material internally, the LSU Student Union Art Gallery will need all finalized images/ promotional items NO LATER THAN 3 weeks prior to the exhibit's opening.
- e. The LSU Student Union Art Gallery will disseminate the following Marketing Materials in support of the exhibit:

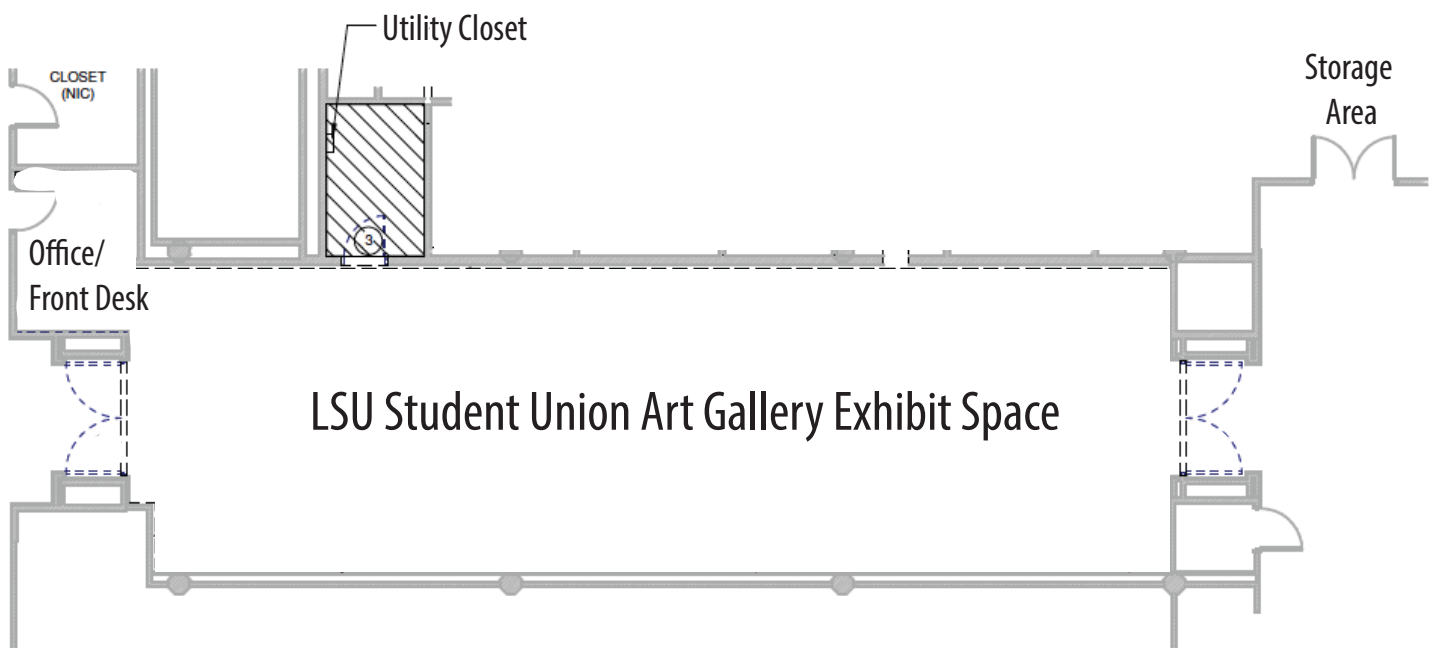
- i. E-blasts sent to LSU Auxiliary Services/ LSU Student Union Art Gallery database.
- ii. Press release added in Communications & University Relations Newsletter that goes out every Monday to students, faculty & staff at LSU.
- iii. Promotional imaging posted on the front page of the Auxiliary Services website.
- iv. Promotion posted on the front page of the LSU Student Union Art Gallery website.
- v. Placement on mylsu website: Front page rotating images.
- vi. Social Media Outreach: Frequent posts on The LSU Student Union Facebook/ Twitter/ Instagram/ Snapchat pages.
- vii. LSU Digital Axis TV System: Frequent image rotation on Axis tv's located in: LSU Student Union, Middleton Library, Himes Hall, Residential Life Buildings and both LSU Dining Facilities.
- viii. Poster distribution across LSU's Campus including all the Residential Halls.
- ix. The LSU Student Union Art Gallery DOES NOT provide any printed 3rd party marketing materials. This includes mailers, post cards, brochures, programs, etc.

### Sales:

- a. All inquiries regarding sale of pieces displayed in the exhibit will be directed to the artist/ lender.
- b. a deal must be brokered between the artist/ lender and the buyer outside of the art galleries input or knowledge.
- c. The LSU Student Union Art Gallery will not act as a broker to sell the artwork that is displayed in the art gallery.
- d. The art gallery does not take a commission off of pieces that are sold during the exhibit.
- e. If a piece is sold during the duration of the agreed upon exhibit dates, the gallery asks that the artist/lender keep the piece in the exhibit until the agreed upon breakdown date. After this date, the purchased piece can be released to the buyer.

### LSU Student Union Art Gallery Specs

The LSU Student Union Art Gallery is 74ft x 22ft....1625 square feet



## 2. Exhibit Policies

### Shipping Artwork

- a. The LSU Student Union Art Gallery and the artist/ lender will work collaboratively together to agree upon a shipping and arrival date of borrowed pieces.
- b. The LSU Student Union Art Gallery staff and/ or management cannot transport borrowed pieces in LSU vehicles or personal vehicles.
- c. It is the responsibility of the artist/ lender to set up delivery/ shipping arrangements of the borrowed exhibit pieces. The artist/ lender will absorb any and all shipping costs associated with the transfer of the borrowed pieces.
- d. LSU Student Union Art Gallery management and/ or staff will be on hand at the gallery to receive the borrowed pieces and help bring them into the LSU Student Union Art Gallery.
- e. Shipping documentation and tracking numbers will be sent to the LSU Student Union Art Gallery once pieces have been shipped.
- f. Packing, installation instructions, and a shipping label must be included on shipped work from the lender.
- g. The LSU Student Union Art Gallery will make arrival and departure condition records of the loan.
- h. The LSU Student Union Art Gallery will exercise responsible and reasonable care for the borrowed object(s). Evidence of damage will be reported immediately to the artist/ lender.
- i. If any artwork appears hazardous to install and display for LSU staff, the public, or for reasons of its own safety, the school reserves the right to exclude the piece(s) from the exhibition.

### Exhibit Installation

- a. The exhibit will be laid out by LSU Student Union Art Gallery Management and the artist/ lender. If the artists/ lender is not present during this time, written instructions can be sent to LSU Student Union Art Gallery Management on specific layout instructions. If the artist/ lender fails to show and has not sent layout instructions, LSU Student Union Art Gallery Management will lay the exhibit out accordingly.
- b. The exhibit can be installed by the artists/ lender and/ or LSU Student Union Facilities Staff.
- c. If artists/ lender is unable to install show, LSU Facilities Staff will install show in accordance with LSU Student Union Art Gallery Management's supervision.

### Artwork Preparation

- a. Only art work ready for a gallery installation will be accepted.
- b. All two-dimensional works should be matted with acrylic glass to cover the image. Framed pieces must have a horizontal security hanging wire and screw eyes attached to the back of the work in order to install it. Any special installation instructions must be written on the entry form and attached to the reverse side of the work or attached to the bottom of the work. Any assembly required for a piece to be exhibited will need to be completed by the artist.
- c. Please attach information about the piece to the reverse side of all 2 dimensional work or to the bottom of 3 dimensional sculpture.

### LSU Student Union Art Gallery Admission and Hours of Operation

- a. The LSU Student Union Art Gallery is free and open to everyone
- b. Hours of Operation are as followed for displaying an exhibit:
  - i. Monday - Friday: 9:00 a.m.- 4:30 p.m.
  - ii. Saturday & Sunday: LSU Student Union Art Gallery is closed.  
If a guest would like to look at the exhibit during the weekends, they can ask the Information Desk, located next to the art gallery, to unlock the art gallery. Once the guest has left the art gallery, it will be locked.

### Breakdown of Exhibit

- a. Breakdown of exhibit will happen the day after the exhibit ends.
- b. If the exhibit ends on a Friday, the exhibit will be broken down on Monday, the next working day.
- c. LSU Student Union Art Gallery Staff and/ or the artist/ lender will breakdown and package all borrowed pieces in accordance with the artists/ lenders instructions.
- d. Artist/ lender must pick up the exhibit on specified breakdown date or have alternate shipping plans.
- e. It is the responsibility of the artist/ lender to setup shipping arrangements of the borrowed pieces. The artist/ lender will absorb any and all shipping costs associated with the transfer of the borrowed pieces.
- f. Shipping documentation and tracking numbers are to be sent to the LSU Student Union Art Gallery prior to pick up.

### **3. Insurance Policies**

#### **Insurance Policies**

- a. Unless the artist/ lender elects to maintain his/ her own insurance, LSU will insure the work on location and during return transit during the period of this loan under Louisiana State University's Fine Arts Policy for the insured value/selling price specified in this agreement or determined by art appraiser prior to loss. If no amount is specified by the lender, LSU will insure the work at its own estimated valuation. Such valuations do not constitute an appraisal.
- b. If the artist/ lender waives insurance, this waiver shall constitute the agreement of the lender to release and hold harmless the School from any liability for damages or loss of the loan. If the artist/lender wishes to insure the work under his/ her own policy, a certificate naming LSU as assured, of which waives the right to subrogation against the school, must be issued. If such is not received by LSU, this loan agreement will constitute a release of the School for any liability.
- c. LSU cannot accept any responsibility for any error or deficiency in information furnished by the artist/ lender or for any lapse in coverage.
- d. Loaned artwork will only be released to the artist/ lender personally or to a duly appointed (via written request) representative. In the case of the artists/ lenders death, the legal representative of the artists/ lender should notify LSU to establish authority over the loaned items. If the ownership of the item changes, the new owner must provide written proof of the right to receipt.

#### **Loss or Damages**

- a. Neither the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College nor any of its board members, directors, officers, or employees assumes any responsibility for damages to items placed on loan. Claims for loss due to theft or damage must be submitted to the LSU Office of Risk Management.

### **4. LSU Student Union Art Gallery Rules**

#### **House Rules & Regulations**

- a. Please DO NOT TOUCH the artwork displayed in the LSU Student Union Art Gallery.
- b. Management reserves the right to remove (or deny entrance to) anyone who does not adhere to house rules or is otherwise disruptive, destructive or poses a threat to others.
- c. Food and Drink:
  - i. Food, candy and beverages are not allowed inside the LSU Student Union Art Gallery.
  - ii. Artists Reception: Food and beverages are sometimes provided for the pleasure of the attendees. At these times, the food and beverages will be served in one or more of the lobbies and must be consumed in the lobby area where it is served. It may not be brought into the gallery.
  - iii. Bottled water with a lid can be brought into the gallery.
  - iv. Alcohol is prohibited.
- d. Smoking and Tobacco Products:

- i. Smoking is prohibited anywhere inside the LSU Student Union including the Art Gallery.
  - ii. The use of tobacco products, burning or not, is prohibited.
- e. Cell phones, Beepers, etc:
  - i. All noise making personal devices must be on SILENT/ TURNED OFF when you enter the gallery and must remain off until you exit the gallery.
  - ii. Do not accept a call while in the gallery as other patrons may be trying to enjoy the exhibit. Please take all phone calls in the lobby area outside of the gallery for the courtesy of fellow gallery attendees.
- f. Photography:
  - i. Photography of the art gallery and the exhibit are allowed in the LSU Student Union Art Gallery. Please discuss with gallery personnel if you would not like your artwork photographed by the general public.
  - ii. Unless notified in writing, in advance, it is understood and agreed that art works may be photographed or electronically recorded for archival and/or promotional purposes.

### **Children and the LSU Student Union Art Gallery**

- a. When deciding to bring small child the LSU Student Union Art Gallery, please be sure to watch children at all times. Artwork is very fragile and if touched or moved can easily be damaged.
- b. If a baby becomes disruptive, please step into the lobby as to not disrupt other gallery attendees.

## **Contact Information**

### **LSU Auxiliary Services Marketing Coordinator:**

Heather Gulino  
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225-578- 7366

### **LSU Auxiliary Services Director of Events & Promotions:**

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