Healey Library’s Grossmann Gallery Rules of Use

University Archives & Special Collections
Joseph P. Healey Library | University of Massachusetts Boston

Purpose
The Healey Library’s Grossmann Gallery on its fifth floor mezzanine provides space for exhibitions created by Library departments or sponsored by official University programs.

Gallery Description
Exhibitors may use all or part of the gallery spaces. 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.

- 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.

How to Apply
The gallery space is usually reserved on a first-come, first-served basis. Eligible exhibitors must fill out and sign the Healey Library’s Grossmann Gallery Application Form for confirmation. The form includes the name, title, telephone number, and email address of the contact person for the exhibit. It will also give the specific dates for the mounting and removal of the exhibit as well as a date and description of any public event for the exhibit.

Confirmation
If space is available and the display meets the eligibility requirements of this policy, the Library will tentatively reserve the space or spaces until confirmation is received. Exhibits are scheduled for one month’s duration (or negotiated arrangement). Archives staff will respond to applicants with confirmation as well as any amendments or questions.

Security
The Healey Library is not responsible for any loss of or damage to exhibited material.
**Rules of Use**

- Exhibitors are responsible for hanging display items on the gallery walls and for placing items in the fixed cases. They must provide their own supplies and tools for mounting any display. Archives staff will provide access to the locked display cases. The Library can provide on loan a limited number of book racks and cradles for the exhibitors. 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). Email library.archives@umb.edu or call 617-287-5469 to schedule an appointment. 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.
- Exhibitors must schedule with the University Archives & Special Collections Department any opening reception or event connected with the exhibit. With permission, the lobby area of the Archives can be used for these events. The exhibit sponsors are responsible for providing any refreshments or special requirements for their event. Any special equipment or set-ups must be handled by the exhibitor, including chairs, podiums, tables, etc.
- All exhibitions must include some form of introductory text and, preferably, descriptive text for each piece on display.

**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. The Library does not review the artwork or decide what works are “suitable.” Any University program, department, or student group can request the Library to co-sponsor the display. Those proposals are to be made to the University Librarian via library.admin@umb.edu.
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: ____________________________________________________________________
                      _______________________________________________________________________________________
                      _______________________________________________________________________________________
I have read and agree to comply with the Healey Library’s Grossmann Gallery Rules of Use.
Signature: __________________________________________   Date: _______________________________
Name (Please print): __________________________________

FOR DEPARTMENTAL USE ONLY

☐ Approved    ☐ Approved with amendments    ☐ Not approved

Notes:

Reviewed by: __________________________________________   Date: _______________________________