School of Art Gallery
Collections Gallery Academic Use

To assist teaching staff in accessing Permanent Collection artworks and the Special Collections Gallery for course use, the School of Art Gallery has allocated time each term for academic use. These Tuesday to Friday periods allow instructors to present work from the Permanent Collection and other collections in the Collections Gallery for their students.

The Collections Gallery is available for academic use on the following dates:

**Winter 2020-21 term (requests due November 16, 2020)**
- March 2 to 5, 2021
- March 9 to 12, 2021
- March 16 to 19, 2021

**Fall 2021 term (requests due August 2, 2021)**
- November 9 to 12, 2021
- November 16 to 19, 2021
- November 23 to 26, 2021
- November 30 to December 3, 2021

**Academic Use Process:**
- Fill out this form, also available at [umanitoba.ca/schools/art/staff/faculty_staff_resources.html](http://umanitoba.ca/schools/art/staff/faculty_staff_resources.html) and submit to Administrative Assistant Donna Jones, Donna.Jones@umanitoba.ca.
- A response confirming or regretfully declining your request will be sent to you via email, no later than two weeks after request deadlines.
- Requests will be confirmed on a first come, first served basis.
- 2-3 weeks prior to your reserved period, the Registrar/Preparator will request a list of works to be pulled from the Permanent Collection, along with installation instructions.
- If works that are not part of the Permanent Collection will be displayed, loan agreements will be distributed to the teaching staff member and must be signed by the lender(s) before the works are received by the Gallery.

*Please note that academic use exhibits are not exhibitions. Please direct Main Gallery and Collections Gallery exhibition proposals to Director/Curator Blair Fornwald at Blair.Fornwald@umanitoba.ca at least one year in advance of desired exhibition opening date.*

**Contact Information**

Name: ________________________________

Phone number: ________________________

Email: ________________________________
School of Art Gallery  
Collections Gallery Academic Use

Basic Information

Course title: ____________________________________________________________

Course number: _______________________________________________________

Course hours (day of the week and time): _________________________________

Dates, first choice: ____________________________________________________

Dates, second choice: _________________________________________________

Work to be displayed

Please check all that apply:

☐ From the Permanent Collection
☐ From the Instructor’s personal collection
☐ Works on loan from _________________________________________________
☐ Other: ______________________________________________________________

Installation overview

The School of Art Gallery can provide:

• A consultation with Registrar/Preparator at least two weeks in advance of install date.
• Works from permanent collection pulled by Registrar/Preparator
• Installation by Registrar/Preparator. Please note that academic use exhibits will be limited to installation on picture rails and in display cabinet
• Projection, if required ☐ Yes ☐ No
• Collections Gallery open or closed to students and the public during the academic use exhibit period ☐ Open ☐ Closed
• Deinstallation by Registrar/Preparator

Notes: __________________________________________________________________

Please submit this completed form to Administrative Assistant Donna Jones (Donna.Jones@umanitoba.ca) on or before term deadlines for consideration.