School of Art Gallery: Special Collections Gallery for Academic Study

In an effort to assist teaching staff in accessing the Special Collections Gallery for course use, we have set up the following process:

The Gallery has allocated 6 weeks during the 2019-2020 Fall and Winter terms for instructors to use the Special Collections Gallery for academic study (a Tuesday to Friday period where instructors can display their choice of work from the permanent collection in the Special Collections Gallery for their students). These weeks are:

- **Fall Term**
  - October 8 – 11, 2019
  - November 5 – 8, 2019
  - December 3 – 6, 2019

- **Winter Term**
  - January 28 – 31, 2020
  - March 3 - 6, 2020
  - March 24 – 27, 2020

Teaching assignment notifications are sent out in May/June of every year. Based on this, requests for gallery use the above weeks should be made to the Gallery by July 15th for the Fall Term and November 15th for the Winter term.

To request one of the allocated weeks, instructors are asked to do the following:

1. Visit the resources for faculty and staff page: [http://umanitoba.ca/schools/art/staff/faculty_staff_resources.html](http://umanitoba.ca/schools/art/staff/faculty_staff_resources.html)
2. Fill out and submit the Special Collections for Academic Study: 2019-2020 form via e-mail or in person to soageducator@umanitoba.ca
3. Notification to confirm or regretfully decline your request will be sent to you by July 30th for the Fall term, and November 30th for the Winter term.

Claimed weeks will be noted in the Gallery calendar that is sent out to faculty and staff on a monthly basis.

Please note that requests will be confirmed on a first come, first served basis.

Please also note that the process for an exhibition proposal is separate from this and requires one year’s advance notice.

To submit an exhibition proposal for the Special Collections Gallery, instructors are asked to:

1. Visit the resources for faculty and staff page: [http://umanitoba.ca/schools/art/staff/faculty_staff_resources.html](http://umanitoba.ca/schools/art/staff/faculty_staff_resources.html)
2. Fill out and submit the Special Collections Gallery Exhibition Proposal form via e-mail or in person to donna.jones@umanitoba.ca
School of Art Gallery: Special Collections Gallery for Academic Study
2019-2020 Request Form

Gallery contact: Education Coordinator

Teaching staff contact: ___________________________
Phone Number: ________________________________
E-mail: _______________________________________

Basic Information:
Course title: ___________________________
Course number: ___________________________
Course hours (day and time): ____________________
Dates, first choice: _________________________
Dates, second choice: _________________________

Type of work to be displayed. Please check all that apply.
From the permanent collection
From the teaching staff’s personal collection
Works on loan
Other: ________________________________

Installation overview:
This list details what the Gallery provides for installation. Please note that the installation of works is limited to the Gallery picture rails and display cases.
• Installation by gallery technician
• Projector access: Yes     No
• A consultation with Jamie Wright at least two weeks in advance of install date.
• Deinstallation by gallery technician
• Notes:_________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

To be considered, this form must be submitted to the Gallery Education Coordinator
soageducator@umanitoba.ca by July 15th for the Fall Term and November 15th for the Winter term. Requests will be accepted on a first come, first served basis. Confirmation of requested dates will be sent out by July 30th for the Fall Term and November 30th for the Winter Term.

Available Dates for Academic Study in the Special Collections Gallery:

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Winter Term</th>
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<tbody>
<tr>
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School of Art Gallery
Special Collections Gallery Exhibition Proposal

• Please attach a brief outline of the proposed exhibition describing the nature and content (theme, artist(s), artworks, media, other partners involved, etc.) as well as a budget proposal (source of income, revenue and expenses) and submit this form to Donna Jones at donna.jones@umanitoba.ca
• Proposed dates must be at least one year in advance from the date this form is handed in.
• If the proposed exhibition goes ahead, the Gallery will require at least three planning meetings, with a significant increase in communication during the three months leading up to the opening.

Gallery Contact: Donna Jones

Proposed exhibition title

Proposed dates

Origin:
Contact person: _______________________
Phone number: _______________________
E-mail: ______________________________
Other ________________________________

Assistance to be required:
Shipping/receiving  Who responsible: _______________________
Installation, without technician or other gallery workers
Installation with technician and/or other gallery workers
Genie lift required
Equipment and tools _______________________
Paint and painting equipment _______________________
Gallery furniture _______________________
Gallery electronic equipment _______________________
Vinyl lettering _______________________
Labels _______________________
Communications assistance _______________________
Opening reception with food bar
Deinstallation: with without gallery assistance
Special technical requirements: _______________________

For Gallery Office use.
Agreement(s) to be issued  Memo  Contract  Letter of Agreement  Incoming Loan Agreement