



OHIO
UNIVERSITY

OU ART GALLERIES HOURS:

Monday - Saturday, 10 am - 4 pm
Thursday 10 am - 8 pm

OU SCHOOL OF ART + DESIGN GALLERIES HANDBOOK

PETRA KRALICKOVA
Director of Exhibitions

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TRISOLINI GALLERY

405 Baker University Center,
1 Park Place
Athens, OH 45701
Phone: 740/593-1814

OHIO UNIVERSITY ART GALLERY

Seigfred Hall 536,
Athens, OH 45701
Phone: 740/593-1994

GALLERY GUIDELINES

MANDATORY ORIENTATION MEETING & GALLERY CONTRACT

Each student is required to attend a mandatory gallery orientation meeting set by the director of exhibitions.

Each student is required to turn in a gallery contract one week prior to exhibition date to receive access to galleries. Access will not be granted unless a signed gallery contract is turned in to the gallery director's mailbox in a timely manner. *Group exhibitions of more than 4 students* may submit one contract with a name and contact of the student group representative/s.

GALLERY STANDARDS

Gallery must be kept orderly and to standards set forth by the director of exhibitions. Each student is expected to return the gallery to its original condition. This includes removing all artwork, repairing walls and pedestals, returning gallery tools and furniture to its proper storage, sweeping the floors.

If gallery standards are not met, the student will be asked to return to the gallery and put things in order. **The director of exhibitions and faculty members reserve the right to close the gallery until all issues are resolved and satisfactory. A hold may be put on a student's account until gallery space is returned to satisfactory condition.**

SAFETY

Student must observe basic safety standards while in the gallery. Keep doors locked during night installations. Secure all electrical cords. Never climb a ladder alone. Use or storage of hazardous materials is not permitted. Always return gallery key and turn lights off when leaving the gallery.

STUDENT EVALUATION

Student's performance and conduct will be evaluated by the director of exhibitions and forwarded to the department chair for assessment.

RECEPTIONS

Undergraduate students are not permitted to serve alcohol during reception.

Receptions are generally held on Tuesdays from 7 pm till 9 pm. Plan for about 50–80 people. Folding tables are stored behind each gallery. All students are responsible for the cost of food, utensils, set up and clean up. Food and alcohol permits are required for those planning to serve either food or alcohol at the reception. *See page 3 for more information.*

GALLERY ACCESS

Ohio University Art Gallery - student will receive a key code to allow a 24-hour access for the duration of their exhibition. Students have access to the gallery, not the gallery storage.

Trisolini Gallery - student's name will be given to Baker Center administration to allow access. To obtain a key, student is required to show a valid state-issued ID at the 5th floor information desk. Each student must abide by the *Baker Center* building hours of operation.
Baker Center: <http://www.ohio.edu/center>

Work delivery to Trisolini Gallery - use service elevator for large artwork. The loading dock is located in the lower parking lot from Baker. A cart must be used if bringing artwork through the front entrance. Do not drag or pull heavy objects across the floor.

GALLERY GUIDELINES

EXHIBITION TIMELINE

Thesis exhibitions open on Tuesday at 10 am and close on Saturday 4 pm. Installation is scheduled for Sunday and Monday prior to exhibition date. De-installation is scheduled for Saturday 4 pm – 8 pm.

PEDESTALS & MOVABLE MODULAR WALLS

Use of gallery pedestals and modular walls must be requested via the gallery contract. Pedestals and modular walls must be touched up returned to original condition.

GALLERY TOOLS & STORAGE

Basic tools and hanging hardware is provided in toolboxes by the gallery. All checked out tools must be returned to its proper storage. Student will be charged for lost or broken tools and gallery furniture (walls, pedestals, etc.).

Gallery does not provide, nor is responsible for storage of artwork or personal belongings. The gallery walkway and storage must stay clear of any personal items at all times.

GALLERY CONTRACT

Mandatory for all graduating students. This contract requires signature of the graduating student and their advisor. Contract is due in SoA+D office at least one week prior to exhibition date.

GALLERY ALTERATIONS & CEILING USE

Any type of gallery alteration must be approved by the gallery director, this includes painting walls with paint other than the one provided. **Student are responsible for repairs and may be charged for any damage caused by the gallery alterations.**

The ceiling in the OU Art Gallery, Seigfred Hall, is a low bearing ceiling and contains asbestos, it is forbidden to drill or otherwise disturb the ceiling layers. Only existing hooks can be used to suspend artwork.

FOOD PERMIT

Mandatory for students who plan to serve food during reception. Contract requires signature of the graduating student and description of food to be served. Contract is due at least one week prior to reception, delivered to Environmental Health & Strategy, 49 Factory St.

ALCOHOL PERMIT

Mandatory permit for graduate students who plan to serve alcohol during reception. **Undergraduate students are not permitted to serve alcohol during reception.** Department chair must sign off on the form. *Contact: 347 Baker Center, Telephone: 740/593-4020*

Alcohol cannot be self-served, only person who is 21 years of age may serve alcohol. IDs must be checked to avoid serving minors. Alcohol servings are limited to two drinks per person (wine = 4 oz., beer = 12 oz.)

GALLERY RESOURCES

ELECTRONIC MEDIA EQUIPMENT

OU Art Gallery, Petra Kralickova
E-mail: kralicko@ohio.edu

@Lab, Nathan Bourger 740/593-0695
E-mail: milton@ohio.edu

Instructional Media and Technology Services, Alden Library, Phone: 740/593-2666

The gallery can provide 4 digital projectors and DVD players upon request. Media and artwork requiring assistance by gallery monitors must be accompanied by instructions and a phone number.

TECHNICAL SUPPORT

Nathan Burger, *@Lab*, Putman Hall 235
Phone: 740/593-0695, bergern@ohio.edu

Matt Tragert, Jennings House
Phone: 740/593-0029, tragert@ohio.edu

OU PUBLIC ART INSTALLATION APPROVAL FORM

Mandatory for students who plan to install artwork outside on the university grounds. *Contact:* Debi Tallman, 543 Seigfred Hal, Phone: 740/597-2591, E-mail: tallman@ohio.edu

POSTCARD RESOURCES

OU Printing Resources, Phone 740/593-1930
www.modernpostcard.com
www.Psprint.com
www.4by6.com
www.custompostcards.com
www.OvernightPrints.com
www.iprintfromhome.com

VINYL LETTERING

OU Sign Shop, Tanya M. Johnson
Phone: 740/593-0215, johnsot6@ohio.edu

Performance Signs, 180 Columbus Ave
Jackie Van Dyke, Phone 740/593-6779
info@performancesignsofathens.com

FRAMING SUPPLIES & (PLEXI)GLASS

Sattler Photo & Framing, 478 Richland Ave, Athens,
Phone: 740/592-2167

Lamborn's Framing, 19 W. State, Athens
Phone: 740/593-6747

Crafts 2000, 100 Park Center Dr., Parkersburg, WV,
Phone: 304/485-7776

JoAnn's Fabric, 2311 Ohio Ave # C, Parkersburg, WV,
Phone: 304/485-3876

Athens Glass Service, 25 Campbell, Athens, OH,
Phone: 740/593-3133

GALLERY RESOURCES

HARDWARE & RE-USED STORES

C&E True Value Hardware, 470 Richland Ave, Athens, OH,
Phone: 740/7705

Lowe's, 983 East State street, Athens, OH,
Phone: 740/589-3750

Tractor Supply Co., 1000 East State St., Athens, OH,
Phone: 740/594-1892

Walmart, East State street, Athens, OH,
Phone; 740/594-3398

Economy Supply Co, 21 N Shafer Street, Athens, OH,
Phone: 740/592-3028

Davidson Supply, 122 Columbus Rd, Athens, OH,
Phone: 740/592-3818

ReUse Industries, 74815 U.S. Highway 50, Albany, OH,
Phone: 740-698-8200

ReUse Thrift Store, 100 Columbus Road, Athens, OH,
Phone: 740-594-5103

New-To-You Thrift Shoppe, 90 Columbus Rd., Athens, OH,
Phone: 740/592-1842

GALLERY LIGHTING

A *track-light can* is a canister that holds light bulb in a track, cans can rotate 360 degrees and be placed at any location on the track - to do that - slide square top of can into the track and lock into place. Use caution, light cans can be very hot.

Give yourself enough time for lighting - plan at least 2-3 hours. Never climb the ladder alone - work with a partner. Never leave a can without a light bulb. Take down unnecessary light cans.

DIMMERS

Both OU Art Gallery and Trisolini gallery are equipped with dimming systems. Dimmers allow you to lower the light on any track.

LIGHTBULBS

There are two standard gallery lights bulbs - floodlights and spotlights. *Floodlights* are used to highlight a larger area. *Spotlights* are used to highlight specific detail or highlight a small area.

MOUNTING VINYL LETTERING

First decide the height and position of the text and temporarily tape the top of the strip of vinyl lettering to the wall. Then step back to look and make necessary adjustments.

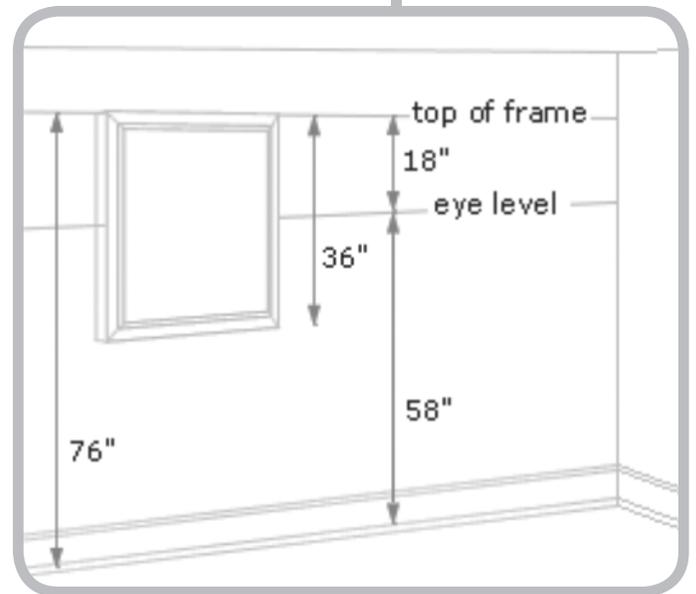
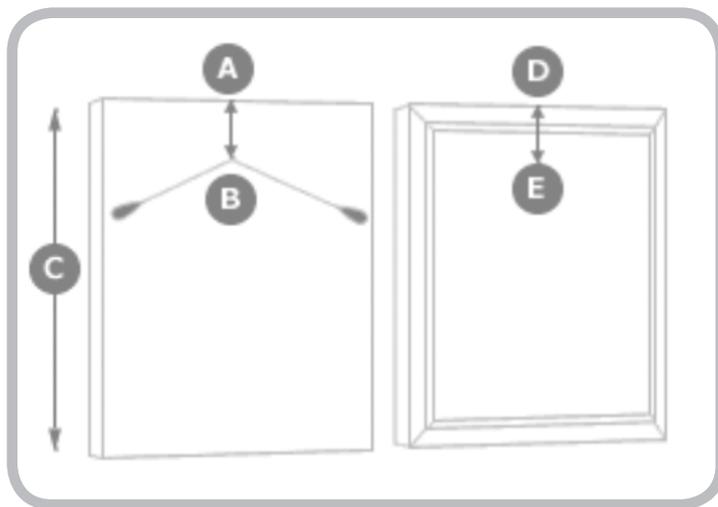
Then, carefully peel the bottom paper off and press letters onto the wall with the palm of your hand to avoid trapping air bubbles under the letters. Once the whole vinyl lettering strip is adhered to the wall - using a plastic putty knife rub the letters into the wall.

Then slowly peel off the layer of protective paper.

ART HANGING & DISPLAY

STANDARD ARTWORK HANGING EYE LEVEL

Between 57 - 59 inches - always keep the eye-level-center consistent.



MEASURE & HANG WIRED PAINTING

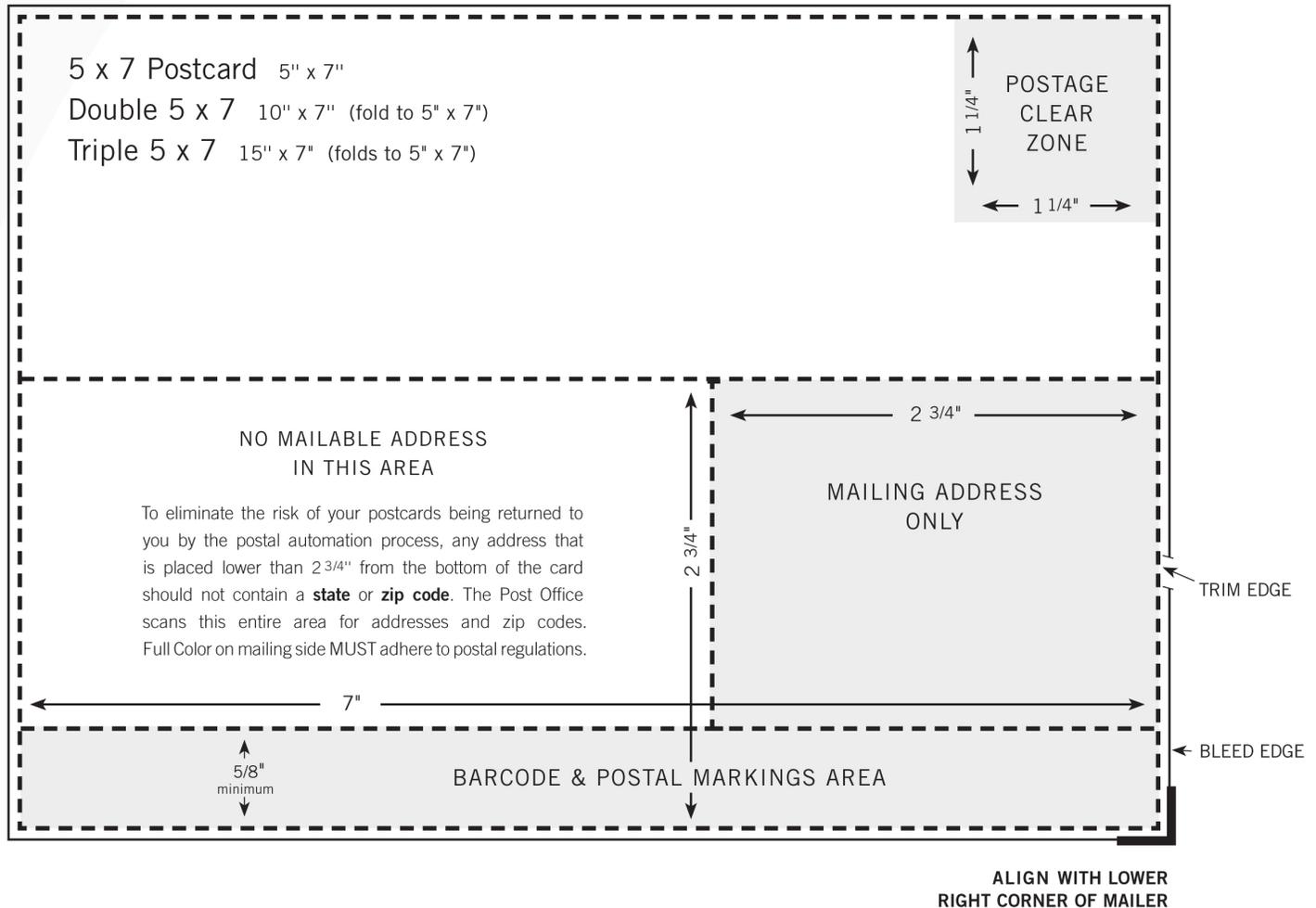
From the floor, measure up the wall the average eye-level and make a pencil mark. Measure the height of your frame (C) and divide the result in half, then measure the recorded distance of the half upward from the average eye-level mark "top-of-frame mark."

Then measure the distance between the wire at full tension (B) and the top of the frame (A) and record that distance from the "top-of-frame mark" downward.

Place nail or hanger here. Hammer nail in on an upward angle to keep wire from tilting down or artwork from sliding off.

SHOW CARD DESIGN

Students are asked to contribute 20 postcards for OU Art Galleries for the OU Fine Art library archives.



RECOMMENDED POSTCARD INFO

- 1.) Full name and contact information such as E-mail, phone, web-site
- 2.) Exhibition title, date, and year
- 3.) Reception date, time and place
- 4.) Artwork information on the front of card (artist name, title, year, material, size)
- 5.) Gallery Hours
- 6.) OU Logo: download at:
<http://www.ohiou.edu/ucm/styleguide/print.html>

BASIC POSTCARD DESIGN & PREP

- 1.) Trim Edge - borders should be .25" thick from the bleed edge (3/16" from trim)
- 2.) U.S. Postal Regulations - *see chart below*
- 3.) Use JPEG Compression, CMYK color, minimum 350 dpi image resolution minimum 8" wide. (or 3000 pixels)
- 4.) Flatten Image to remove all layers
- 5.) Save as PDF or TIFF

GALLERY DE-INSTALLATION

Each student is expected to return the gallery to its original condition. This includes removing all artwork, repairing walls and pedestals, returning gallery tools and furniture to its proper storage, sweeping the floors.

Any student who attempts to cover up un-sanded “blobs” of spackling paste with paint will be asked to return to the gallery and repair those areas. See page 1 for gallery standards.

WALL REPAIR STANDARDS

1. Remove all nails and screws from walls.
2. Gently tap against the nail hole with a hammer to push the sheetrock fibers inward.
3. Apply a **small amount** of spackling paste using a spackling knife, not your finger. Work in spackling paste evenly and remove any excess. Spackling might require two applications - let the spackling paste dry between applications.
4. After the spackling paste dries, lightly sand with sand-paper.
5. Using a roller, paint all areas of the walls that were used and repaint smudges that occurred during exhibition. Always use a roller (not a brush) to mimic the wall texture.
6. Immediately remove all paint drips from the wooden floors as they occur.

ADDITIONAL WALL REPAIR FOR THE TRISOLINI GALLERY

Observe the paint pattern and paint only below the black paint that defines the ceiling. Take brushes, rollers to Seigfred to be washed, do not use the Baker Center bathroom. Do not spackle or paint over the plumbing openings on the gallery walls.

PAINT & LIGHTS

Standardized white paint, spackling paste, light cans and bulbs are provided for consistence of color and brand.

Gallery paint information:

Scherwin-Williams - 743 E. State St., Phone: 740/593-773. Paint/Primer brand name: PRO-MAR 200, Extra white - FLAT

GALLERY FLOOR CLEANING

Due to a shortage in custodial staff, each student is responsible for cleaning the gallery floors. The gallery staff will not attend to the gallery floors to avoid any disruption of the artwork or the installation.

