Library Gallery Guidelines 2024

City Library Gallery
253 Flinders Lane, Melbourne

Introduction

The City of Melbourne's Library Gallery program provides space for artists and creatives to exhibit their work. We are accepting applications from individual artists, groups and organisations to exhibit at City Library Gallery located at 253 Flinders Lane Melbourne.

Application dates

Applications open	9am Tuesday 2 April 2024
Applications close	Midnight Monday 13 May 2024
Notification to applicants	June 2024

Exhibition dates

Exhibitions will take place between August 2024 and January 2025 and are four weeks in duration.

Week 1	Tuesday: Wednesday: Thursday:	Installation 9am to 6pm (assistance provided between 10am to 2.30pm) Exhibition opens Launch of exhibition from 6pm to 7.30pm (assistance with set up and pack down provided)
Week 4	Sunday:	Exhibition closes
Week 5	Monday:	De-installtion by 6pm

Gallery Specifications

The gallery consists of:

- gallery hanging system[1]
- wall 1: 17.65m long X 3.2m tall
- wall 2: 4.43m long X 3.5m tall
- display plinths: 3
- flexible lighting system

Floorplan can be found here[2].

Cost to hire the gallery

The cost to hire the City Library gallery is $965 including GST. This includes:

- exhibition space for four weeks in a venue open to the public daily (excluding some public holidays)
- induction with gallery team member
- installation and de-installation time
- access to installation tools including ladders, cordless drill, etc.
- gallery team member support for installation and launch

[1] https://arthangingsystems.com.au/product-detail/click-rail/
[2] https://www.melbourne.vic.gov.au/SiteCollectionDocuments/city-library-gallery-floorplan.pdf

- marketing on City of Melbourne website, WhatsOn and on digital screens through the library channels

- equipment for exhibition launch including microphone, glasses, tables, chairs, etc.
  Note: hirers are responsible for supplying and serving food and drinks

- after-hours alarm protection and security (gallery sitting by artists is not required).

What you need to include in the application

You will need to tell us:

- the exhibition title

- about your work and the ideas behind the exhibition

- a description of how you will present and install your work in the gallery space.

Support material

Applicants are encouraged to submit quality support material that is relevant and strengthens the exhibition proposal. Examples of support material are:

- images and videos of current, proposed or past works

- artist CVs (please combine multiple CVs into one document)

- websites and social media.

Recommended file types are jpg for images and pdf, doc or docx for documents.

Application criteria

Applications will be assessed against the following criteria:

Creative and contextual
- boldness and experimentation   - strong ideas, narratives and stories   - considered responses that suit the space   - content has a General (G) classification
Viability
- achievable timeline   - proposed installation and presentation method   - relevant and high quality support material   - if working in a collaboration, key artists are identified   - evidence of appropriate cultural permissions   - suitability of the exhibition to the library environment

How to apply

Apply via our website [here](#)[3] and submit your application by **midnight Monday 13 May 2024**. Applications submitted after this date will not be accepted.

We also recommend you:

- read the guidelines and application criteria
- preview the [application form](#)[4]
- allow enough time to draft your application and gather support material (save as you go).

City of Melbourne reserves the right to invite artists to exhibit.

Need help with your application?

If you have any questions or need additional support to complete and submit your application, please contact Laura Johnston on 0411 776 324 or by email librarygallery@melbourne.vic.gov.au.

Need help to speak or listen?

Visit the Multilingual telephone service website [here.](#)[5] The website has access to translators and information in different languages.

If you are deaf, hearing-impaired or speech-impaired contact us via the National Relay Service on 133 677 and ask for 0411 776 324.

Need technical help with the application form?

Refer to the [Help Guide](#)[6] for SmartyGrants technical assistance. The SmartyGrants support desk is open 9am to 5pm Monday to Friday on 03 9320 6888 or by email service@smartygrants.com.au.

Assessment process

- Applications are assessed by an [external arts panel](#)[7]
- Applications are kept confidential and the contents will not be disclosed to any person outside the application and assessment process
- Applications are assessed as they have been submitted
- The City of Melbourne reserves the right to request further information in considering any application, as well as the right to reject any application that is ineligible or does not meet the assessment criteria
- Successful applicants are sent a Letter of Offer including Conditions of Use and payment details
- Unsuccessful applicants can re-apply in future rounds.

If your application is successful

Successful applicants must comply with the following terms and conditions:

- Attend a site induction prior to your installation date

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[3] https://www.melbourne.vic.gov.au/community/libraries/bookable-spaces/Pages/city-library-gallery.aspx
[4] https://melbourne.smartygrants.com.au/CityLibGallery2024Rd2
[5] https://www.melbourne.vic.gov.au/community/health-support-services/multicultural-services/Pages/translation-services.aspx
[6] https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/
[7] https://www.melbourne.vic.gov.au/about-council/governance-transparency/Pages/grants-and-sponsorships.aspx

- All exhibition content must be General (G) as per the [Australian Classification website](https://www.classification.gov.au)[8]

- The gallery booking is confirmed once the Letter of Agreement is submitted and the gallery hire amount has been paid

- Gallery walls must be returned to their original state

- The Exhibitor will be responsible for insurance requirements to safeguard the work.

Further information

Council's vision is to consolidate Melbourne's strengths as a creative city: a place that inspires experimentation, innovation and creativity and fosters leaders of ideas and courage.

The City of Melbourne [Council Plan 2021-25](https://www.melbourne.vic.gov.au)[9] establishes a framework for this vision, guided by the values of integrity, courage, accountability, respect and excellence.

Our [Creative Strategy 2018-28](https://www.melbourne.vic.gov.au)[10] places creativity and creative people at the heart of the City of Melbourne's work.

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[8] https://www.classification.gov.au/classification-ratings/what-do-ratings-mean?msclkid=6b1a13e5b3c911eca8b46ebf470057df
[9] https://www.melbourne.vic.gov.au/about-council/vision-goals/Pages/council-plan.aspx
[10] https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/Pages/creative-strategy-2018-28.aspx