



# **City of Melbourne**

## **Library Gallery Program**

### **Guidelines**

#### **City Library Gallery**

253 Flinders Lane, Melbourne

#### **Library at the Dock Gallery**

107 Victoria Harbour Promenade, Docklands

#### **Library at the Dock Window Display**

107 Victoria Harbour Promenade, Docklands

## Introduction

**City of Melbourne Libraries Gallery Program** is a Program of the Creative City branch which provides space for artists and creative practitioners to develop, practice, present and exhibit their work, and responds to the City of Melbourne Council Plan 2021-25 goal of a [Creative City](#).

The City of Melbourne acknowledges and embraces the transformative role that the arts and creativity plays in building all aspects of a bold, innovative and sustainable city. Our [Creative Strategy 2018-28](#)<sup>1</sup> places creativity and creative people at the heart of the City of Melbourne's work. It inspires new thinking, new ideas and new connections to address our city challenges and drives our [Creative Funding Framework 2019-24](#)<sup>2</sup>.

## Key Dates

Applications open Sunday 1 May 2022 and close Wednesday 25 May 2022.

Applicants will be notified the first week in June 2022.

## Application Process

1. Read the guidelines and application criteria thoroughly and preview the application form on SmartyGrants.
2. Contact the gallery team with any queries via [librarygallery@melbourne.vic.gov.au](mailto:librarygallery@melbourne.vic.gov.au).
3. Allow ample time to plan, gather support material and to draft your application (save as you go).
4. Complete and submit an online application through SmartyGrants (with required attachments) by the closing date. Late applications will not be accepted.

## Applying as a group

Individuals, groups and organisations are welcome to apply. Groups are required to submit a single application.

## Support Material

Artistic and other support material is a critical part of an application and reviewed as part of the assessment process.

### Examples of support material:

- Images or film and descriptions of current, proposed or past works.
- Summary of artist CVs. Please combine multiple CVs into one document.
- Website.

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

## Interpreter and translation services

Our multilingual information telephone service provides access to [translators](#) and information in different languages.

## Accessibility for applicants with disability

Applicants with disability are encouraged to contact staff in the arts investment team on 03 9658 9658 or at [librarygallery@melbourne.vic.gov.au](mailto:librarygallery@melbourne.vic.gov.au) to discuss any specific needs or additional support that may be required to complete and submit an application. If you are deaf, hearing-impaired or speech-impaired contact us via the National Relay Service on 133 677 (ask for 03 9658 9658).

## Technical assistance

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

## Assessment criteria

Applicants will be assessed against the following:

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<sup>1</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/pages/draft-creative-strategy-2018-28.aspx>

<sup>2</sup> <https://www.melbourne.vic.gov.au/arts-and-culture/strategies-support/pages/creative-funding-framework.aspx>

1. 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 appropriate support material provided
  - If working in a collaboration, key artists are cited
  - Evidence of appropriate cultural permissions
  - The suitability of the exhibition to the library environment

## Assessment process

- Applications are assessed by an external arts panel.
- Applications are kept confidential and the contents will not be disclosed to any person outside the application and assessment process.
- The City of Melbourne does not seek to correct errors in applications or supporting material. 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 are eligible to re-apply in future rounds.

## Gallery Specifications

### City Library Gallery

The gallery consists of:

- Gallery hanging system
- Wall 1: 17.65m long X 3.2m tall
- Wall 2: 4.43m long X 3.5m tall
- Display plinths: 3
- Flexible lighting system

### Library at the Dock Gallery

The gallery consists of:

- Gallery hanging system
- Hanging wires with hooks: 90
- Wall 1: 13m long
- Wall 2: 11.5m long
- Moveable gallery walls with hanging system x4
- Display cases and cabinets: Various sizes
- Projectors: 2
- Wall mounted screen
- Flexible lighting system

### Library at the Dock Window Display

The window display consists of:

- Large display vitrine visible inside and outside the library
- 780cm long x 100cm deep x 298cm high
- Under floor power point
- Hanging rails
- Most suitable for sculptural or textile work

## Costs

The cost to hire the City Library gallery and Library at the Dock gallery is \$965 per month. The cost includes:

- Exhibition space for four weeks, including installation and de-installation time, in a venue open to the public daily (excluding some public holidays)
- Marketing on City of Melbourne website and on digital screens throughout library service
- One-hour gallery induction with a gallery team member
- Gallery team member support for installation and launch
- Access to installation tools including ladders, cordless drill, etc
- Equipment for exhibition launch including microphone, glasses, tables, chairs, etc
- After-hours alarm protection and security

The Library at the Dock window display is **free of charge**.

## Exhibition timeline

All exhibitions are 4 weeks in duration and have the following schedule:

- Week 1 – Tuesday – installation
- Week 1 – Wednesday – open to the public
- Week 1 – Thursday – launch
- Week 4 – Thursday – closes to the public
- Week 4 – Friday – de-installation

## Terms and conditions

Successful applicants are required to comply with the following terms and conditions:

- Attend a site induction prior to your installation date.
- All exhibition content must be General (G) as per the [Australian Classification website](#)
- The gallery booking is confirmed once signed Letter of Agreement is accepted and payment received.
- The City of Melbourne reserves the right to invite artists to exhibit.
- Gallery walls to be returned to their original state.  
The Exhibitor will be responsible for insurance requirements to safeguard the work.

## COVID-19

City of Melbourne recognises and acknowledges that many artists and arts organisations are still experiencing difficulty with planning, creating and delivering projects due to COVID-19. Therefore the galleries will continue to accommodate some flexibility to enable artists to adapt to the changing community circumstances.

## Further information

For further information or to discuss your application please contact [librarygallery@melbourne.vic.gov.au](mailto:librarygallery@melbourne.vic.gov.au)