

# Guideline



## ART GALLERY

January 2024

## Document Control

This page will be re-issued every time amendments are made to controlled documents. Amended documents will have their revision status and issue date updated accordingly.

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1.0		Initial Draft		December 2023
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## 1. Introduction

The Lockyer Valley Art Gallery is a dynamic cultural hub servicing the residents of the Lockyer Valley and visitors to the region. It is a non-collecting regional art gallery providing exhibitions that showcase the works of local, national and international artists. Exhibitions offer a diversity of visual arts that provide vibrant and transformative art experiences that inspire, surprise, challenge and create a cohesive and connected community.

The Lockyer Valley Arts and Culture Mission is:

*Connect our creative sector to education, resources, and opportunities, to grow the visibility of arts and cultural projects and programs as an integral part of our community.*

This document determines guidelines for all stakeholders, including staff and the public, in relation to the operations of the Lockyer Valley Art Gallery. These guidelines describe the manner in which the policy principles are put into practice by staff across the Arts and Culture network and describe the responsibility of staff and users in delivering and using these resources and services.

## 2. Definitions

The following definitions apply for the purposes of this guideline:

<i>Curated exhibition</i>	A selection of collection or loan artworks or items on public view at the Lockyer Valley Art Gallery which has a strong, well developed curatorial rationale.
<i>Touring Exhibition</i>	A type of exhibition that is available for circulation to one or more venues in addition to the premises of the organiser.
<i>Artwork/s or item/s</i>	Material for an exhibition including (but not limited to) books, manuscripts, paintings, photographs, prints and drawings, maps, posters, ephemera, realia (objects), digital files, audio and video recordings and multimedia.
<i>Exhibition Space</i>	The Lockyer Valley Art Gallery's Exhibition space is the internal gallery space and excludes the Davson Room, other rooms, and foyer areas within the Lockyer Valley Cultural Centre
<i>Davson Room</i>	This room is accessed via the Lockyer Valley Art Gallery. It may be available for projects, programs, workshops and other associated events during an exhibition. Please contact Libraries and Galleries staff for details about hiring/using this space.
<i>Non-collecting</i>	Does not have an art collection and does not purchase art works for a collection.
<i>ICOM</i>	ICOM means International Council of Museums

## 3. Exhibition Criteria

The Lockyer Valley Art Gallery develops and/or hosts exhibitions and programs that provides visitors with unique opportunities and experiences. These exhibitions showcase the works of local, national and international artists and offer a diversity of visual arts experiences to engage our audience.

Exhibitions will be selected based on the following criteria:

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Group: Community and Regional Prosperity

Unit: Libraries and Galleries

Approved: Ordinary Meeting (Resolution Number 24/28-0067)

Date Approved: 19/06/2024

ECM: 4724704

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Superseded/Revoked: 3542434

- Artistic and creative excellence and integrity
  - Originality, complexity, unity of idea, quality and authenticity of the works
  - Technical proficiency including use of materials and experimentation.
  - Concept or key thematic ideas for the exhibition is clear, well considered and innovative
- Cultural significance or relevance
  - Social relevance
  - The exploration of local, regional and national issues,
  - Reflect current directions in art practice,
  - Contribute unique and new perspectives in response to a changing world
  - Relevance to the Lockyer Valley region and its community
- Audience development
  - Provide a rich educational resource
  - Provides a diverse arts experience
  - Meaningfully engage with both established audiences of the region and/or attract new audiences
- Spatial capacity
  - Exhibition suits the size of the Lockyer Valley Art Gallery
  - Exhibition is suitable of the intended purpose of the Lockyer Valley Art Gallery
  - Pieces are appropriate in scale, material, form and content for the cultural and physical environment of the art gallery.
- Other consideration
  - Best-practice - exhibitions should be in-line with industry standards, particularly regarding the standard of display and interpretation.
  - Ensure that exhibitions and public programs align with the values and goals of the Lockyer Valley Regional Council and the Lockyer Valley Arts and Culture Strategy as updated.
  - The Gallery's exhibition program is considered as resources for cultural development and regional tourism.
  - Priority will be given to those applicants who have not exhibited at the Gallery recently.

### 3.1. Application requirements

To apply for an exhibition at the Lockyer Valley Art Gallery, applicants will need to submit the following information using Lockyer Valley Regional Council's SmartyGrants platform (please note this is not a grant funding program). Applications are accepted from artists and curators across Australia. All applications must be received by 31 August for the next calendar year.

Applicants will need to submit the following:

- Contact details for artists / art group
- Preferred months for exhibiting
- Title of the exhibition
- A statement explaining the exhibition and style of works

- Total linear metres required for the exhibition
- Whether an opening function will be held
- When you last exhibited at Lockyer Valley Art Gallery
- Up to 10 digital images of artworks
- 1-page CV/Resume related to the applicant’s art practice. For group exhibitions no more than 5-pages are to be submitted
- Any other relevant information

Unsuccessful applicant will be notified of the outcome, with no further correspondence being entered in to. Unsuccessful applicants will not be considered for future years and will need to reapply.

## 4. Exhibition Selection

The Lockyer Valley Art Gallery develops an annual program of exhibitions through:

- Artist(s) applying to exhibit at the Gallery; or
- The Gallery’s own exhibition initiatives; or
- Touring exhibitions from other institutions.

Exhibition applications are accepted via an online application portal. The program will include displays of visual art, craft, design, social history and other related areas of interest. The variety of exhibitions will reflect on the commitment to present a diversity of artists and artistic media and will endeavour to raise community interest.

The Lockyer Valley Art Gallery will present touring exhibitions from other institutions which broaden the overall program, with preference given to exhibitions that relate to themes of community interest, feature artistic excellence, augment local art practice or celebrate cultural diversity and understanding. Due to the forward-planning required to ensure access to travelling exhibitions, elements of the exhibition program may be scheduled prior to the periods mentioned below.

The assessment of proposals and scheduling is overseen by the Coordinator, Libraries and Galleries. A panel including representatives of Council and the Lockyer Valley Arts and Cultural Working Group will assist with the assessment and other strategic advice, as required.

The Coordinator, Libraries and Galleries will ensure that a schedule of all exhibitions is maintained.

### 4.1 Key dates for exhibition applications

Applications open	late January
Applications close	31 August
Applications assessed	September and October
Offer to exhibition	end of October
Exhibition agreement return to LVAG	by mid-November
Unsuccessful applicants notified	end November

Successful applicants will:

- receive a 7–8-week exhibition at Lockyer Valley Art Gallery
- receive support from the Libraries and Galleries team in the curation of the exhibition.

The Libraries and Galleries team will:

- Create an exhibition timeline
- Provide support to curate the exhibition
- Install the exhibition
- Provide all exhibition signage including labels and publicity poster
- Exhibition furniture such as plinths and chairs (as available)
- Provide a suite of advertising and promotion for the exhibition including
  - Posts on social media
  - Media release
  - Inclusion in the annual Art Gallery Exhibition brochure
  - Inclusion in the Art Gallery eNewsletter

## 4.2 Local Artists

The Gallery, in endeavouring to maintain close relations with the Lockyer Valley Art Community, will support artists by:

- periodically presenting their work, with group exhibitions or by featuring individual artist exhibitions
- fostering the professional development of local artists through engagement with exhibitions
- offering public programming opportunities.

## 4.3 Themed exhibitions

Specific exhibitions may be developed by the Libraries and Galleries team in consultation with groups or individuals within the community. These exhibitions aim to:

- Provide opportunities for artists to develop works based on a theme.
- Assist emerging artists to contribute to an art exhibition
- Provide opportunities for artists to tell stories, reflect or celebrate the theme.

# 5. Gallery Information

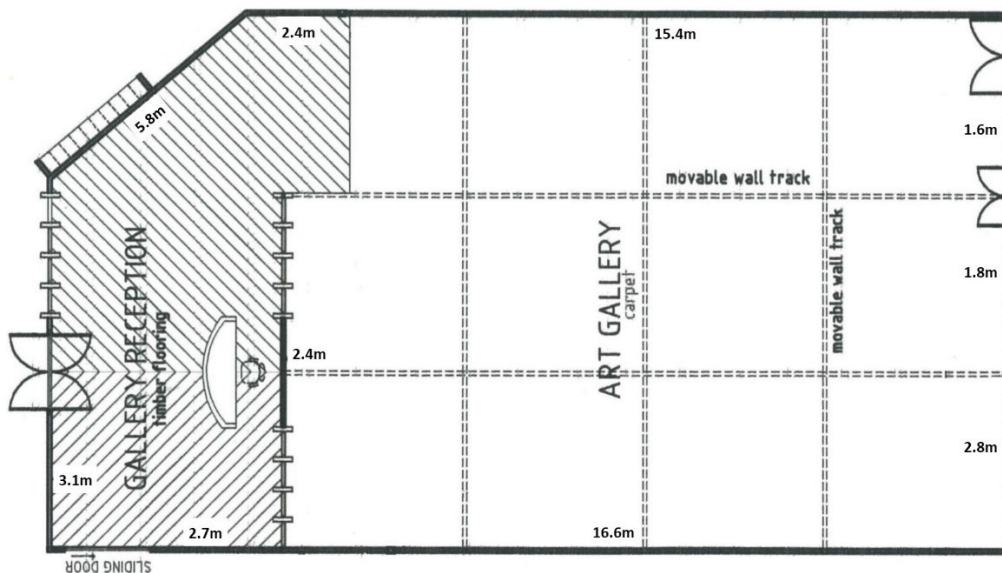
## 5.1. Gallery Specifications and Fixtures

The Gallery is a climate-controlled venue that can be configured into different sized spaces for the purpose of exhibiting works of art.

Hanging Space	The Main Gallery provides 56 linear metres of fixed wall hanging and display space. Additional hanging space is available by using moveable walls.
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Gallery Walls	Gallery walls use a hanging track system, located 2 metres from the floor. Walls cannot be painted or have vinyl applied. Shelving, artworks and other fixtures cannot be attached to Gallery walls or ceiling.
Moveable Walls	The Gallery has moveable wall panels that can be located at various positions within the Gallery.
Exhibition Furniture	Sturdy plinths in a variety of sizes are available. One data projector and one flatscreen television is available. Artists requiring additional AV equipment will need to provide this themselves.
Security	After hours security sensors (Electronic alarm system), Closed Circuit Television (CCTV) and cameras are located throughout the Lockyer Valley Cultural Centre including the Lockyer Valley Art Gallery.
Fire Protection	Detectors are linked to the Fire Station.
Climate Control	The Gallery's temperature and relative humidity is set as per industry standards.

## 5.2. Gallery Floor Plan



## 5.3. Gallery Hire Cost

The fees associated with exhibiting at the Gallery are outlined in Council's Fees and Charges, which are available on [Council's website](#). These are reviewed annually and subject to change

Exhibition fees are charged in accordance with Council's Register of Fees and Charges. These are adopted by Council each year and are available on Council's website however, these prices may change in July each year. Hire charges are required to be paid by the artist(s) prior to the exhibition. The fees are dependent on the number of participating artists in the exhibition and if an opening function will be held. An invoice will be generated for payment.

### 5.3.1. Opening function costs

Group: Community and Regional Prosperity  
Unit: Libraries and Galleries  
Approved: Ordinary Meeting (Resolution Number 24/28-0067)  
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If an opening function is being held (determined by the artist), a function fee will be charged. This is a contribution towards the cost of an opening function and includes beverages, catering and staffing.

### 5.3.2. Gallery Commission

The Lockyer Valley Art Gallery charges a 20% commission on all artworks sold during the exhibition. Prices for artworks must include the gallery sales commission when submitted to the art gallery. The exhibitor will determine if a work is for sale or for display only.

## 6. Exhibition Management

To maintain a high standard of professionalism and expertise in the development and delivery of exhibitions, the Lockyer Valley Regional Council will:

- Enter into appropriate agreements with participant artists, curators, lenders when accepting works or materials for exhibition.
- Recognise and observe current Australian copyright regulations on the reproduction of works of art.
- Give proper acknowledgement of authorships, creator and ownership on display labels and in all publicity where works are referred to or reproduced.
- Place appropriate and clear signage near any exhibition or artwork that could reasonably be considered sensitive to the public, may offend or contains mature themes.
- Respect the installation and display requirements of artists, where appropriate, safe and feasible. In case of dispute concerning installation and/or display, the decision shall be made by the Coordinator Libraries and Galleries.
- Handle, store and present artwork, to the highest possible level feasible, in accordance with ICOM professional standards.

### 6.1. Art works

All artworks must be original and must be created within three years of the exhibition unless the exhibition is specifically developed as a retrospective exhibition of past works.

Artworks must not have been previously exhibited at the Gallery unless the exhibition is a retrospective exhibition.

All 2D artworks including works on paper and photography must be framed, ready for hanging and mounted with 'D-rings'. Please note: any works arriving without suitable hanging features may be excluded from the exhibition.

All artwork packaging is to be removed by the artist for the duration of the exhibition.

### 6.2. Censorship

Artworks should not be excluded from a public gallery on moral, political, racial, religious, sexist, language or other sensitive grounds alone other than those artworks which have been subject to Federal or State prohibition. Nor should artworks be included on these grounds alone; whatever pressure is brought to bear by groups or individuals.



Where it is reasonably considered that artworks could be considered offensive by the public, the display area may have appropriate screening. Any exhibition or display containing artworks that could reasonably be considered offensive by the public will carry appropriate warning signage.

### 6.2.1. Content notifications

Clear content notification will be positioned at the gallery entrances and in the display area. The phrasing will be similar to “Please note there are artworks that contain nudity. Viewer discretion is advised. Please ask our team for more information.”

## 6.3. Education and Public Programs

The development of education and public programs will be aligned with the exhibition program and subject to budget and resourcing capacity. Programs may include, but are not limited to the following:

- Talks, panel discussion and exhibition tours by artists and/or curators, designed to add value to exhibitions and audience experience.
- Public, education or group workshops, led by artists, designed to develop and maintain engagement with culture and creative practices.
- Self-guided exploration of an exhibition through activities and resources that encourage interaction and reflection of the exhibition, themes or works.
- Group tours of the exhibition.

## 6.4. Insurance

Council will provide insurance cover for the artworks while the artworks are on Council’s premises up to a total of \$15,000. Where the total value of works exceeds \$15,000, it is recommended the Artist obtain their own insurance for the period of the exhibition.

It will be the artist’s responsibility to arrange and cover the costs associated with delivery, freight and transit insurance for all exhibition works. Insurance values will be based on the prices provided to Council during the label process.

## 7. Monitoring and evaluation

The outcomes of these guidelines can be measured by:

- The Gallery continuing to self-evaluate (continuous improvement) based on the MAGSQ Standards review 2022
- The level and extent of community engagement in the Gallery
  - Maintaining or increasing attendance figures – annual, monthly and per exhibition
  - Positive feedback received from Gallery visitors
- Exhibition reports to the Artist/Artist’s contact.

## 8. Feedback and Complaints

To submit feedback, compliment or complaints please send an email to the gallery– [galleries@lvrc.qld.gov.au](mailto:galleries@lvrc.qld.gov.au) with as much detail as possible.

### 8.1. Privacy

Lockyer Valley Art Gallery preserves the confidential relationship that exists with its artists/customers. The service complies with the Information Privacy Act 2009 and the Lockyer Valley Regional Council Privacy Statement in the collection and management of personal information.

The gallery does not release personal information to external bodies of individuals except when required under legislation or a court order.

If information is required by legislation or a court order, a record of that disclosure must be kept.

### 8.2. Human Rights

Council is committed to respecting, protecting and promoting human rights. Council has an obligation under the *Human Rights Act 2019* to give proper consideration to human rights when making a decision, and to act and make decisions in a way that is compatible with human rights. To the extent that an act or decision under this policy may engage human rights, Council will have regard to the *Human Rights Act 2019* in undertaking the act or making the decision.

## 9. Relevant Legislation and References

Lockyer Valley Art Gallery fully supports and abides by the following legislation and protocols:

- Local Government Act 2009
- Local Government Regulation 2012
- Work Health and Safety Act (Queensland) 2011
- Information Privacy Act 2009
- Lockyer Valley Regional Council's Corporate Plan
- Lockyer Valley Regional Council's Fees and Charges
- Lockyer Valley Regional Council Arts and Culture Strategy 2023-2026
- Lockyer Valley Regional Council Art Gallery Policy
- Lockyer Valley Regional Council's Arts and Culture Working Group Terms of Reference