

☪ Xavier University Library Gallery Student Policy Overview

The University Library Gallery is a space on the third floor of McDonald Library where Xavier students can display their creative work—art, crafts, class projects, or personal collections. It's open to all students, no matter your major!

✓ *Who Can Exhibit?*

- Any Xavier student or student group
- Faculty-led student projects
- Anyone with a creative collection or idea to share

📄 *How to Apply*

- Fill out the [Gallery Proposal Form](#). You will need:
 - Images or examples of your work
 - A short description of your exhibit
 - Any special setup needs

🖼️ *What the Gallery Provides*

- Wall panels, lighting, hanging systems
- Pedestals and a digital monitor for display
- Help with setup and promotion
- Frames for 2-D works; various sizes include 8x10" through 24X36"

🌀 *Your Responsibilities*

- Make sure your work is ready to hang or display (framed, mounted, etc.)
 - Tip: mount rings near the top of the frame to ensure plumb display.
- Use the gallery's hanging system—no nails, tape, or other adhesive
- Submit a list of your works with estimated value for insurance by the opening date of show
- Take down your exhibit within 3 days after it ends to ensure smooth changeover
- Report any damage to the space to library staff or Gallery Director right away

📌 *Other Notes*

- Receptions and printed announcements are optional, paid for by artist, and must be pre-approved
- No wet paint, liquids, or hazardous materials
- Your work must stay up for the full exhibit period
- You allow your work to be featured in University promotions
- Email questions to [Caressa Miles](#), Director of the Art Galleries



[Gallery Proposal Form](#)