Guidelines for Exhibition Space at the Goodnow Library

Exhibit areas include the McQueen Gallery (wall space located to one side of the adult circulation desk), the Community Room, and the Atkinson Wing Ramp (wall space on the second floor). In addition, display cases on the first and second floors are available for exhibits. Interested individuals are asked to review then select the most suitable space(s) before submitting their request. Listed below are dimensions and physical requirements regarding exhibition spaces.

Wall Space Total Running Length:

McQueen Gallery: 4' high by 34' long
Community Room: 4' high by 47' long
Atkinson Wing Ramp: 4' high by 46' long

- Works must be suitably framed with wire attached to the back. We suggest that works on paper be matted under glass and framed. Paintings on canvas require framing.
- For ease of handling we prefer exhibitors use the Library's hanging devices to hang works from wall moldings. Only hangers approved by the Library Exhibits Coordinator may be used.
- Exhibitors are responsible for hanging and taking down all works on scheduled dates. The Library Exhibits Coordinator requests that care be taken to maintain the condition of the walls. If any damage occurs to the walls or other Library property, a repair/replacement fee may be levied.
- To protect walls, bumper cushions must be applied to the back corners of frames. Please provide your own.
- The maximum size of a picture to be hung in the display areas is 4' x 4'.

Display Case Dimensions:

First Floor: 24" wide by 53" long by 10" high
Second Floor: 27" wide by 50" long by 15" high

- These spaces are reserved for smaller works including two or three-dimensional objects suitable to the size limit of the display case.

The Library also encourages and will help to facilitate the planning of an opening reception for the exhibit.
   - Receptions will be scheduled in the Community Room only.
   - The Community Room must be reserved by the exhibitor for this purpose.
   - Community Room policies prevail.