CUNY DOMINICAN STUDIES INSTITUTE GALLERY

POLICY AND PROCEDURES GOVERNING USE OF THE CUNY DSI GALLERY

(AUGUST 2, 2010)

CUNY DOMINICAN STUDIES INSTITUTE (CUNY DSI)

Founded in 1992 and housed at The City College of New York, the Dominican Studies Institute of the City University of New York (CUNY DSI) is the nation’s first, university-based research institute devoted to the study of people of Dominican descent in the United States and other parts of the world. CUNY DSI’s mission is to produce and disseminate research and scholarship about Dominicans, and about the Dominican Republic itself. The Institute houses the Dominican Archives and the Dominican Library, the first and only institutions in the United States collecting primary and secondary source material about Dominicans. CUNY DSI is the locus for a community of scholars in the field of Dominican Studies. It is home to pioneering research projects, lectures, conferences, exhibitions, and a rigorous doctoral fellowship program in Dominican Studies.

THE CUNY DSI DOMINICAN ARCHIVES

The Dominican Archives was established in 2002, on the tenth anniversary of the founding of the CUNY Dominican Studies Institute, as a repository of archival materials that document the experience and contributions of the Dominican population in the United States. The mission of the Dominican Archives is to identify, appraise, accession, process, preserve and provide access to archival materials that document the contributions and experience of the Dominican community in the United States. The Dominican Archives digitizes its collections and participates in the New York State Archives Ventana al Pasado, a bilingual web-based research collection that brings together collections documenting the New York’s Latino/Hispanic community, and makes them accessible to researchers all over the world. The Dominican Archives also participates in the New York State Electronic Schoolhouse, a bilingual educational resource from the New York State Archives, the Archives Partnership Trust, and Time Warner that focuses on using historical records as learning tools in elementary, middle and secondary education.

THE CUNY DSI DOMINICAN LIBRARY

The Library of the CUNY Dominican Studies Institute officially opened in 1994. It is a unique non-circulating collection whose mission is to identify, acquire, organize, preserve and make available bibliographical sources documenting the Dominican experience in the United States and in the rest of the world.
THE CUNY DSI GALLERY

To fulfill its research, archival, and library missions, the CUNY Dominican Studies Institute has a state-of-the-art facility housing the Dominican Archives and the Dominican Library. The facility is used primarily to preserve and provide access to the archives and library collections and to support the Institute’s research program and activities. The facility is climate-controlled (temperature and humidity) and features a reference/gallery area with seating, videoconferencing, and computer equipment for meetings related to the work of the Institute and to showcase exhibits.

1. Use of the CUNY DSI GALLERY by Outside Individuals and Institutions

The CUNY Dominican Studies Institute will make the CUNY DSI GALLERY available to outside individuals, community and/or civic organizations, academic or other nonprofit/charitable institutions to conduct certain activities such as exhibits, conferences, symposia, lectures, seminars, and workshops, provided that such use of the facility does not interfere with its primary purpose as a reference/gallery space for the Archives and Library. Outside exhibitions/activities must meet at least the following three criteria:

1.1. The proposed activities and/or exhibition materials must have artistic, intellectual and/or informational value and must be consistent with the mission and objectives of the CUNY Dominican Studies Institute and its functional subdivisions.

1.2. Proposed exhibition materials must be examined and approved by the Institute’s Art Review Committee.

1.3. Although the Institute does not charge a fee for use of the CUNY DSI Gallery, the individual or organization requesting use of the space must defray any expenses associated with the proposed activity or exhibition unless it is sponsored or conducted by the CUNY Dominican Studies Institute.

2. Art Review Committee

The Art Review Committee (“Committee”) responsible for reviewing all applications by outside individuals/organizations to exhibit in the CUNY DSI Gallery and to make its recommendation for selection to the Director of CUNY DSI, who will have the final decision on its recommendations. The Committee endorses appropriate gallery exhibits with the goal of nurturing an educational environment within the CUNY DSI Archives and Library facility.

In its advisory role, the Committee shall review the content and the arrangement of all exhibitions and shall, subject to approval by the Director of CUNY DSI, have the right to reject any part of an exhibition, to request additional content, or to change the manner of display.

3. Description of Gallery Exhibition Space

3.1. Tabletop Glass Display Case: There is one tabletop glass wooden-framed case that measures 37” height (floor to top of case) x 72” wide x 36” deep with 8”H display capacity with tan velvet fabric-covered surface. This tabletop case is used to display a three-dimensional map from the Dominican Republic donated by historian Dr. Frank Moya Pons. The exhibit case can also be used for exhibition items.
3.2. **Gallery Panels:** There are 12 vertical panels for hanging exhibition items. All Gallery panels have a picture hanging system (clip rail max) with rails that can hold 18 pounds per linear foot.

   - Eight (8) panels that measure 30” x 40”
   - Three (3) panels that measure 18” x 24”
   - One (1) panel that measures 24” x 30”

4. **Eligibility**
   In selecting exhibits, the Committee will take into consideration the following (this list is not ordered by priority; different factors may be more heavily weighted in some cases than in others):
   1) Quality of artwork
   2) Relevance to Dominican Studies
   3) Overall community interest
   4) Historical prominence or significance of artist or arts organization
   5) Dates of previous exhibits by the same artist, lender, or organization
   6) Dates of previous exhibitions of similar items or topics
   7) Special needs, costs, or requests associated with proposed exhibits

5. **Terms and Regulations:** The CUNY Dominican Studies Institute reserves the right to refuse a reservation to any group or organization that fails to comply with the rules and regulations for use of the CUNY DSI Gallery or the rules and regulations of The City College of New York. Granting permission to use the CUNY DSI Gallery does not constitute endorsement by the CUNY Dominican Studies Institute of the sponsoring organization, the individual artist(s), or the exhibit content.

   5.1. CUNY DSI Gallery exhibits must be related Dominican Studies; must be of intellectual, educational, or informational value; and must contribute to the mission of the CUNY Dominican Studies Institute.

   5.2. Exhibitions must enhance the general appearance of the CUNY DSI Gallery and must not interfere with the regular services and operations of the Archives and Library.

   5.3. Outside exhibitions must be curated by the artist(s) or by an outside curator at the expense of the sponsoring organization or individual.

   5.4. Exhibition installation and dismantling of outside exhibitions is the responsibility of the exhibitor.

   5.5. All publicity and informational material relating to an outside exhibition is the responsibility of CUNY DSI; the exhibitor must submit all informational materials or announcements to CUNY DSI for approval before release.

   5.6. Additional terms and conditions for outside exhibitors are outlined in the Art Loan Agreement which the outside exhibitor must agree to if the proposed exhibition is approved.

6. **Reservations**
   Reservations for the use of the CUNY DSI Gallery must be made by completing the application form. If the application is approved, the exhibitor must also sign an Art Loan Agreement expressing intent to comply with all policies, rules, regulations, and conditions regarding use of the CUNY DSI Gallery.

   Incomplete applications will not be considered. First priority will be given to exhibitions from the collections of the CUNY DSI Archives and Library.
No reservation is final until:
1. CUNY DSI receives a complete application form and a signed Art Loan Agreement.
2. The Application is approved by the Art Review Committee.

7. Revision of Application
All exhibit applications will be reviewed and approved by the Art Review Committee. The Committee will be the sole judge of what is acceptable. The decisions of the Committee are final. If the Committee approves the exhibition, the exhibitor will be contacted to confirm dates for the exhibit as well as other specifics relating to the installation of the exhibit. The Art Loan Agreement will be completed and signed by both the exhibitor and the CUNY DSI representative.

8. Receptions and Events: Any receptions, programs or meetings to be held in conjunction with the exhibition require the approval of the Art Review Committee. Food and beverages are not allowed in the Gallery.

9. Sales: The sale of artwork is prohibited within the premises of CUNY DSI Gallery. No pricing will be displayed in the Gallery and all pricing and sale status inquiries will be referred to the artist, artist’s agent, or organization’s representative. No exceptions will be made.

10. Cancellation of Exhibits: The Committee reserves the right to cancel any exhibit should unforeseen conditions or situations arise. Use of the CUNY DSI Gallery space may be denied if any of the Gallery’s rules and regulations is violated.

11. Security / Liability: The CUNY DSI Gallery assumes no responsibility for the preservation, protection, or possible damage, loss or theft of any item displayed or exhibited and does not insure exhibits. All items placed in the Gallery for the exhibit are so placed at the owner’s risk.

12. Insurance: CUNY DSI Gallery encourages the artist/exhibitor to obtain a rider on his or her insurance policy for the duration of the exhibit. The artist/exhibitor will be required to complete and sign the Art Loan Agreement before any works of art are exhibited.

13. Changes to this Policy: CUNY DSI reserves the right to alter this policy without prior notice.