

Tiny Gallery Exhibition Guidelines

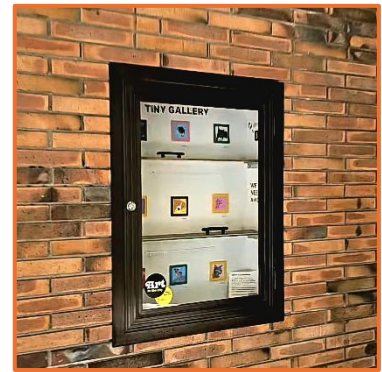
Are you interested in exhibiting in the Tiny Gallery at the HB Williams Memorial Library?

The Tiny Gallery is a small, street facing exhibition space at the Peel Street entrance, offering a visible platform for local creativity, storytelling, and community voices.

These guidelines are designed to help you understand the space and what we're looking for, and to make the process as straightforward as possible.

About the Tiny Gallery

- The gallery is **viewable from the street** and accessible 24/7
- It is **unsupervised**, with no dedicated lighting
- Exhibitions are typically on display for **4–8 weeks**
- The space is best suited to **small, robust works** that can be clearly viewed from outside
- The gallery window is 52cm wide. The shelving is 68cm wide internally. The shelves are from top to bottom, 28cm, 29 cm and 31cm tall.



Who Can Exhibit?

We welcome proposals from:

- Local artists and emerging creatives
- Community groups and collectives
- Educational institutions, such as schools, tertiary providers
- Projects connected to local stories, themes, or kaupapa

We aim to provide **equitable access** and may prioritise Gisborne/Tairāwhiti-based exhibitors where possible.

There is **no artist fee**, and artworks are **not insured** by Gisborne District Council. While the gallery is locked, there is a risk of damage or theft. Gisborne District Council will not be held responsible should any occur.

What Works Well in the Space

Successful exhibitions tend to be:

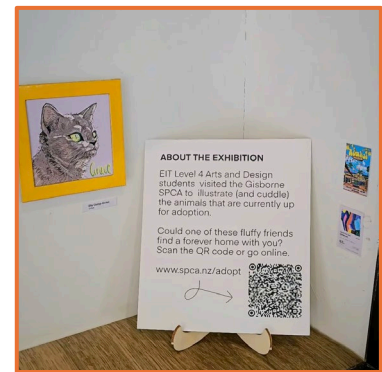
- Visually engaging and easy to read at a glance
- Suitable for a **general audience, including children**
- Made from materials that can withstand a public setting
- Accompanied by **clear, concise labels or explanations**

Because there are no staff mediation and no lighting, simple presentation works best.

Content and Cultural Care

We ask that all exhibitions:

- Are respectful, inclusive, and safe for public viewing
- Align with the values of the library and Council
- Avoid offensive, discriminatory, or inflammatory material



Installation and Practical Details

One day is allocated for installation and one day for de-installation.

Please leave the space clean and in the same condition you found it.

- Exhibitions must be **safe and securely installed**
- The library will coordinate a date for your installation and removal, and will discuss any specific requirements with you in advance
- Works must not damage the building or obstruct entryways
- Exhibitors are responsible for collecting their work at the end of the exhibition period

Applying to Exhibit

Expressions of interest forms can be found [here](#). To express interest, we'll usually ask for:

- A short description of your exhibition idea
- Any images, sketches, or examples of the work
- An indication of preferred timing (if you have one)

Proposals are reviewed by library staff based on:

- Suitability for the space
- Alignment with these guidelines
- Available exhibition slots

Due to limited space, not all proposals can be scheduled, but we aim to respond clearly and fairly.

Promotion

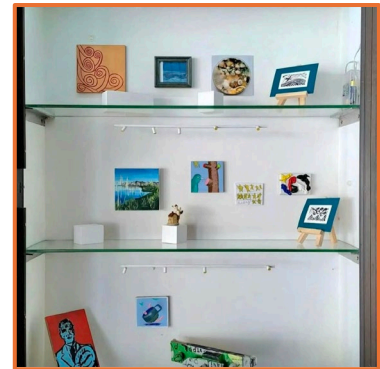
All promotional material should be provided to library staff **at least two weeks before** your exhibition start date. We can help you with this.

A Note on Care and Review

The library reserves the right to remove or adjust an exhibition if:

- Safety becomes an issue
- Work is damaged or no longer suitable for display
- Unexpected issues arise in a public setting

This is rare, and we'll communicate with exhibitors wherever possible.



We're Happy to Talk

If you're unsure whether your idea will suit the Tiny Gallery, please get in touch. We're very happy to discuss possibilities and help shape proposals where we can.