CONCORDIA UNIVERSITY OF EDMONTON

CUE Library's Exhibit Framing and Hardware Requirements

In order to prevent art from falling from the wall, causing damage to the art itself and harm to people sitting below, CUE Library requires that all artwork meet these safety requirements.

Paintings, photographs, prints, drawings, and other two-dimensional works

- **All such artwork must be delivered to the library in a secure and ready-to-hang frame**
  - Ideally, these frames will have a hanging wire twisted onto d-ring hooks that are screwed/nailed into the wooden at a level height between one-third and one-quarter of the way down the sides of the frame.
  - Centered sawtooth hangers that are screwed or hammered into the frame are also a good option.

Securely installed hanging wire with d-ring hangers.	**Securely installed sawtooth hanger.**

- Unsafe hanging methods include:
  - Tape and mounting tape, push pins, sticky putty, 3M adhesive strips, staples, as well as poorly attached wires and hangers
- **Guest exhibitors may borrow CUE Library's frames to display their art in the library's gallery space.** Guest exhibitors are responsible for framing their art themselves.
  - 8 small frames with a maximum art size:
    - 16" Tall x 14" Wide (Portrait orientation)
    - 14" Tall x 16" Wide (Landscape orientation)
  - 15 large frames with a maximum art size:
    - 39"Tall x 27" Wide (Portrait orientation only)
  - It is recommended that you frame your art *at least one day in advance* of your exhibit's launch date. The library's meeting room (L355) is a good workspace for framing art, you can book L355 through your CUE Google Calendar or by contacting Conference Services.

Canvas

- Canvas does not need to be placed in an additional frame but it **still requires either a secure wire hanger or sawtooth hanger** to be screwed or nailed into the pre-formatted wooden canvas frame.

Fabric wall hangings, quilts, scrolls, and banners

- Wall hangings must be ready to hang by method of a sleeve and rod with a securely attached rope/ribbon that enough tensile strength not to break under the weight of the hanging.

Other types of art

- Types of art that are not described above must be approved for exhibit by the Library Director prior to delivery.